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## CHECK OUT THESE DATES!!
### College of Music - Important Dates and Deadlines - Fall Semester 2013

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<thead>
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<th>DATE / DEADLINE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/12/13</td>
<td>- E-mail notification to students for FS’13 and SS’14 enrollment.</td>
</tr>
<tr>
<td>7/19/13</td>
<td>- $50 Late enrollment fee begins for currently enrolled students not enrolled for Fall 2013.</td>
</tr>
<tr>
<td>7/20/13</td>
<td>- Initial tuition billing statements available on StudInfo. (NO paper bills.)</td>
</tr>
<tr>
<td>8/8/13</td>
<td>- Initial minimum tuition and fee payment for Fall 2013 due. ($50 late registration fee after this date)</td>
</tr>
<tr>
<td>7/20/13, Saturday, 9:00am-6:00pm</td>
<td>Summer 2013 Music THEORY COMPrehensive Examination. Summer 2013 Music HISTORY COMPrehensive Examination (Doctoral Students Only) ** Sign up is through the Graduate Studies Office. ** Students must have been/be enrolled for at least 1 credit SS’13, US’13 or FS’13 to take exam.)</td>
</tr>
<tr>
<td>8/17-18/13, Friday - International Students</td>
<td>All International Students should plan to be here by this date. Official OISS check-in begins today. Visit <a href="http://oiss.isp.msu.edu/students/orientation/schedule.htm">http://oiss.isp.msu.edu/students/orientation/schedule.htm</a></td>
</tr>
<tr>
<td>8/13-8/16 - International TA’s 8/19-8/21 - Domestic TA’s</td>
<td>Teaching Assistant Orientation Programs (TAP) TA’s will be notified of specifics by the TAP Office</td>
</tr>
<tr>
<td>8/25/13, Sunday, 10am-2pm 103 Music Practice Building</td>
<td>Graduate Orientation Examination for MUSIC THEORY - NEW Graduate Students (excluding PhD Mus Ed and MM Jazz) - Any graduate student who has not yet taken this exam - You may take sections of the exam only 1 time. If you have taken the aural theory, the basic theory or any of the optional sections of this exam, you may not re-take them. ** There is NO Graduate Orientation Exam for MUSIC HISTORY. **</td>
</tr>
<tr>
<td>8/26/13, Monday, 12pm-2:00pm Hart Recital Hall</td>
<td>New Graduate Student Orientation</td>
</tr>
<tr>
<td>8/26/13, Monday, 2:00pm-3:30pm Hart Recital Hall</td>
<td>NEW Teaching Assistant Orientation</td>
</tr>
<tr>
<td>8/28/13, Wednesday</td>
<td>Classes begin for Fall 2013 - Follow ‘MONDAY’ Schedule Late enrollment fee ($100) begins for returning students who have not already enrolled for at least one credit.</td>
</tr>
<tr>
<td>9/2/13, Monday</td>
<td>Labor Day -- University closed</td>
</tr>
<tr>
<td>9/4/13, Wednesday</td>
<td>End of open add period for Fall 2013 - 8 p.m. After today, ALL ADDS must be done by Anne Simon. Students cannot enroll for themselves.</td>
</tr>
<tr>
<td>9/16/13, Monday</td>
<td>Faculty and Students should verify that their class lists and schedules - course #, section #, instructor, # of credits are correct. Contact Anne Simon (GR) or Rita Martin (UN) with any problems.</td>
</tr>
<tr>
<td>9/23/13, Monday</td>
<td>End of tuition refund period -- NO refunds after this date</td>
</tr>
<tr>
<td>9/23/13, Friday</td>
<td>FS’13 Graduation Applications Due - Visit the Registrar’s Office Website</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10/16/13, Wednesday</td>
<td>$200 late enrollment fee begins for student not yet enrolled. Last day to drop Fall courses with no grade reported. After today, ALL CHANGES must be done by Anne Simon. Students cannot drop or add for themselves. (Faculty, TA’s and Students should check their class lists for accuracy - questions &amp;/or access problems should be directed to Rita Martin.) Final date to report completion of incompletes from SS’13 or US’13.</td>
</tr>
<tr>
<td>10/28/13, Monday</td>
<td>Dissertation Completion Award (College of Music) - For SS’14 + US’14 Application packages due to Music Graduate Office. (for students in the final stages of their work.)</td>
</tr>
<tr>
<td>11/08/13, Friday, 5pm</td>
<td>$50 Late enrollment fee begins for currently enrolled students not enrolled for Spring 2014.</td>
</tr>
<tr>
<td>11/9/13, Saturday</td>
<td>SS’14 Initial billing statements available on STUINFO. (NO paper bills.)</td>
</tr>
<tr>
<td>11/9/13, Saturday, 9:00am-6:00pm</td>
<td>Fall 2013 Music Theory/History Comprehensive Examination (Doctoral Students Only) ** Students must sign up with the Graduate Studies Office. ** Students must be enrolled for at least 1 credit to sit for comp. exam</td>
</tr>
<tr>
<td>11/12/13, Thursday &amp; Friday</td>
<td>Hart Recital Hall</td>
</tr>
<tr>
<td>11/25/13, Monday</td>
<td>SIRS (student instructional rating system) Forms distributed to faculty and TA’s for students to evaluate/comment on the class and teacher. Faculty, TA’s and Students should check their class lists for accuracy – questions &amp;/or access problems should be directed to Rita Martin.</td>
</tr>
<tr>
<td>12/6/13, Friday</td>
<td>Last day of classes. (ALL drops or adds after this date receive a minimum of $200 Late Fee, for each course.)</td>
</tr>
<tr>
<td>12/7-12/17/13, Saturday – Tuesday</td>
<td>Initial minimum tuition &amp; fee payment is due for Spring 2014 – - $50 late fee is assessed after this date. Faculty and TA’s should check their class lists for accuracy – questions &amp;/or access problems should be directed to Rita Martin.</td>
</tr>
<tr>
<td>12/13/13, Friday, 3:00pm Breslin Center</td>
<td>On-line grading available to instructors. Grades not reported by 4:00 pm 12/17 will not be included in end-of-semester official reporting.</td>
</tr>
<tr>
<td>12/9-12/13/13, Monday - Friday</td>
<td>Final exams for Fall 2013</td>
</tr>
<tr>
<td>12/13/13, Friday 3:00pm Breslin Center</td>
<td>Fall Semester Advanced Degree Commencement <a href="http://www.msu.edu/unit/acadevnt/commencement/">http://www.msu.edu/unit/acadevnt/commencement/</a> (No specific Music ceremony - University-wide ceremony only.)</td>
</tr>
<tr>
<td>12/20/13, Friday</td>
<td>Deadline for submitting Master’s Theses/ Doctoral Dissertations to Graduate School AND the College of Music. (Compositions and DMA Documents are submitted only to the College and are submitted via pdf.)</td>
</tr>
<tr>
<td>12/24-12/25/13; 12/31-1/1/14 ; 1/6/14</td>
<td>Holiday observed -- University closed. Spring 2014 Classes Begin.</td>
</tr>
</tbody>
</table>

** We do our best to keep you informed of deadlines and what you need to do for them. ** MSU Webmail is the only e-mail address we use for our mailing list. 

*It is your responsibility to meet with the Associate Dean for Graduate Studies each semester. Before your last semester you should schedule an appointment to assure that you are on track to graduate.*
**CHECK OUT THESE DATES!!**

**College of Music - Important Dates and Deadlines - Spring Semester 2014**

<table>
<thead>
<tr>
<th>DATE / DEADLINE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/12/13</td>
<td>- E-mail notification to students for FS’13 and SS’14 enrollment.</td>
</tr>
<tr>
<td>11/8/13</td>
<td>- $50 Late enrollment fee begins for currently enrolled students not enrolled for Spring 2014.</td>
</tr>
<tr>
<td>11/9/13</td>
<td>- Initial tuition billing statements available on StuInfo. (NO paper bills.)</td>
</tr>
<tr>
<td>12/6/13</td>
<td>- Initial minimum tuition and fee payment for Spring 2014 due.</td>
</tr>
<tr>
<td>12/24-12/25/13 ; 12/31/13-1/1/14</td>
<td>(50 late registration fee after this date)</td>
</tr>
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<table>
<thead>
<tr>
<th>DATE / DEADLINE</th>
<th>EVENT</th>
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</thead>
<tbody>
<tr>
<td>1/05/14, Sunday, 1:00-5:00 pm</td>
<td>Graduate Orientation Examination for Music Theory</td>
</tr>
<tr>
<td>419 Music Practice</td>
<td>- NEW Graduate Students (excluding PhD Mus Ed and MM Jazz)</td>
</tr>
<tr>
<td></td>
<td>- Any graduate student who has not yet taken this exam</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE / DEADLINE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6/14, Monday</td>
<td>Classes begin for Spring 2014.</td>
</tr>
<tr>
<td></td>
<td>Late enrollment fee ($100) begins for returning students who have not already enrolled for at least one course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE / DEADLINE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/10/14, Friday by 5:00 pm</td>
<td><strong>End of open add period for Spring 2014 - 8 p.m.</strong></td>
</tr>
<tr>
<td></td>
<td>Students can no longer enroll for themselves. ALL enrollments done by Anne Simon.</td>
</tr>
<tr>
<td></td>
<td>Degree candidates should begin applying for Spring graduation by this date at <a href="http://www.reg.msu.edu">www.reg.msu.edu</a> .</td>
</tr>
<tr>
<td></td>
<td>Faculty and Students should verify that their class lists and schedules - course #, section #, instructor, # of credits are correct. Contact Anne Simon (GR) or Rita Martin (UN) with any problems.</td>
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<table>
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<tr>
<th>DATE / DEADLINE</th>
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<tbody>
<tr>
<td>1/20/14, Monday</td>
<td>MLK Day -- Classes cancelled; University open</td>
</tr>
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<table>
<thead>
<tr>
<th>DATE / DEADLINE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/29/14, Wednesday</td>
<td>Students should verify that their schedules are correct - course #, section #, instructor and # of credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE / DEADLINE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/31/14, Friday</td>
<td>End of tuition refund period -- NO refunds after this date</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>DATE / DEADLINE</th>
<th>EVENT</th>
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</thead>
<tbody>
<tr>
<td>2/26/14, Wednesday</td>
<td>Last day to drop Spring courses with no grade reported.</td>
</tr>
<tr>
<td></td>
<td>$200 late enroll fee begins.</td>
</tr>
<tr>
<td></td>
<td>Final date to report completion of incompletes from Fall 2013</td>
</tr>
<tr>
<td></td>
<td>(Faculty, TA’s and Students should check their class lists for accuracy – questions &amp;/or access problems should be directed to Rita Martin.)</td>
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</table>

<table>
<thead>
<tr>
<th>DATE / DEADLINE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/3 – 3/7/14, Monday – Friday</td>
<td>Spring Break – University open</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE / DEADLINE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Open enrollment begins for Summer 2014.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE / DEADLINE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/10/14, Monday</td>
<td>Dissertation Completion Award (College of Music) - For US’14 + FS’14</td>
</tr>
<tr>
<td></td>
<td>Application packages due to Music Graduate Office.</td>
</tr>
<tr>
<td></td>
<td>(for students in the final stages of their work.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE / DEADLINE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/22/14, Saturday 9:00am-6:00pm</td>
<td>Spring 2014 Music Theory/History Comprehensive Examination</td>
</tr>
<tr>
<td>Hart Recital Hall + 135 MB</td>
<td>(Doctoral Students Only)</td>
</tr>
<tr>
<td>** Students must sign up with the Graduate Studies Office by Oct. 25, 2013.</td>
<td></td>
</tr>
<tr>
<td>** Students must be enrolled for at least 1 credit to sit for comp exam.</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>3/28/14, Friday</td>
<td>Scheduled Enrollment begins for Fall 2014 and Spring 2015 classes.</td>
</tr>
<tr>
<td></td>
<td>Current TA/GA’s notified whether or not they have been rehired for 2014-15</td>
</tr>
<tr>
<td>3/31/14, Monday</td>
<td>SIRS (student instructional rating system) Forms distributed to Faculty, TA’s and Students for students to evaluate/comment on the class and teacher.</td>
</tr>
<tr>
<td></td>
<td>Faculty, TA’s and Students should check their class lists for accuracy – questions &amp;/or access problems should be directed to Rita Martin.</td>
</tr>
<tr>
<td>4/15/14, Tuesday</td>
<td>Acceptance of financial aid, assistantships, or signing of letter of intent to attend a given institution becomes binding (NASM Code of Ethics, Article V) for graduate students.</td>
</tr>
<tr>
<td>4/25/14, Friday</td>
<td>Last day of classes. (ALL drops or adds after this date receive a minimum of $200 Late Fee, for each course.)</td>
</tr>
<tr>
<td></td>
<td>Faculty, TA’s and Students should check their class lists for accuracy – questions &amp;/or access problems should be directed to Rita Martin.</td>
</tr>
<tr>
<td>4/26-5/6/14, Saturday-Tuesday</td>
<td>On-line grading becomes available to instructors. Grades not reported by 4:00 pm 5/6 will not be included in end-of-semester official reporting.</td>
</tr>
<tr>
<td></td>
<td>(ALL drops or adds after this date receive a minimum of $200 Late Fee, for each course.)</td>
</tr>
<tr>
<td>4/28-5/2/14, Monday-Friday</td>
<td>Final exams for Spring 2014</td>
</tr>
<tr>
<td>5/2/14, Friday 3:00pm Breslin Center</td>
<td>Spring Semester Advanced Degree Commencement [<a href="http://www.msu.edu/unit/acadenvt/commencement/">http://www.msu.edu/unit/acadenvt/commencement/</a>] Specific details will be provided throughout SS’14.</td>
</tr>
<tr>
<td>5/2/14, Friday</td>
<td>Deadline for submitting Master’s Theses/ Doctoral Dissertations to Graduate School AND the College of Music. (Compositions and DMA Documents are submitted only to the College and are submitted via pdf.)</td>
</tr>
<tr>
<td>5/3/14, Saturday TBA</td>
<td>Spring Semester College of Music Degree UNDERGRAD Commencement</td>
</tr>
<tr>
<td>5/12/14, Monday</td>
<td>MSU Summer’14 Classes Begin. College of Music courses begin on varying dates See Schedule of Courses for details for your specific course.</td>
</tr>
<tr>
<td>End of August 2014</td>
<td>Summer 2014 Music Theory/History Comprehensive Examination (Doctoral Students Only) ** Students must sign up with the Graduate Studies Office. ** Students must be enrolled for at least 1 credit to sit for comp exam.</td>
</tr>
</tbody>
</table>

** We do our best to keep you informed of deadlines and what you need to do for them. ** MSU Webmail is the only e-mail address we use for our mailing list.

*It is your responsibility to meet with the Associate Dean for Graduate Studies each semester. Before your last semester you should schedule an appointment to assure that you are on track to graduate.*
I. PROGRAM OVERVIEW

COLLEGE OF MUSIC
James B. Forger, DEAN

The College of Music provides high quality, professional education for undergraduate and graduate students pursuing music as a career in the areas of performance, conducting, music education, composition, music theory, musicology, jazz studies, piano pedagogy, and collaborative piano.

Mission Statement
The mission of the Michigan State University College of Music is to offer the finest quality of professional instruction available in undergraduate and graduate programs in music; to further the understanding of the arts and practice of music on campus; to provide comprehensive non-degree instruction through the Community Music School; to serve the community, state, region and nation through service, teaching, research and performance; and to provide an excellent faculty with the time and resources to pursue significant research and creative activity.

GRADUATE STUDY
The College of Music offers a wide variety of disciplinary and interdisciplinary programs leading to the Master of Arts, Master of Music, Doctor of Musical Arts, and Doctor of Philosophy degrees. Within the framework approved by the faculty of the University and College, graduate programs are designed to respond to current professional and social needs and to students' expectations and goals. The programs combine selected aspects of the following learning opportunities: requisite course work; outreach and teaching experiences; and production, performance, or research projects.

The College of Music faculty and student body represent diverse backgrounds and cultures and work together to challenge past assumptions and set future directions in the arts. An open and responsive learning environment continues to attract faculty, staff, and students from rich and varied cultural traditions into our educational community.

All of the graduate degree programs offered by the College of Music have been accredited by the National Association of Schools of Music

General Requirements for Consideration for Admission to Master's and Doctoral Degree Programs in the College of Music
Each applicant must submit a College of Music Application, including a letter giving the applicant's academic background and reasons for pursuing advanced study.

International applicants must fulfill the University's English language proficiency requirement as described in the Graduate Education section of Michigan State University Academic Programs [http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s111] [This information is also found on page 62 of this handbook. PhD candidates have a higher proficiency requirement. Those requirements can be found on page 32.]

Master's and doctoral degree programs may specify additional requirements for consideration for admission such as a sample of an applicant's compositions, a portfolio, an audition, or an interview.
Maximum and Minimum Number of Credits

Maximum
Graduate students may carry up to 16 credits each semester. A student load above 16 credits requires approval by the student's dean. Enrollment in doctoral dissertation research (course number 996, 997, 998 and 999) credits need not be counted in determining maximum credits.

Minimum
All students using University services (faculty consultation included) for graduate work must be registered each semester. Minimum registration consists of one course of 1 credit.

Full-Time
In order to be considered full time for academic purposes, students must carry the minimum number of credits per semester as defined below:

| Level           | Credits
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's level</td>
<td>9 credits</td>
</tr>
<tr>
<td>Doctoral level</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

Full-time status for doctoral students is defined as a minimum of 1 credit for those students who:

1. have successfully completed all comprehensive exams and are actively engaged in dissertation research; OR
2. are doing department-approved off-campus fieldwork related to preparation of their dissertation.

Academic Standards for all Graduate Students
A graduate student in the College of Music must:

1. Maintain a cumulative grade–point average of at least 3.00.
2. Not accumulate deferred grades (identified by the DF–Deferred marker) in more than 8 credits in courses (excluding courses numbered 896, 897, 898, 899 or 996, 997, 998, 999).

If at the end of a semester a graduate student fails to meet one or both of the requirements specified above, the student shall receive a deficiency warning. If the deficiency is not removed within one calendar year, the graduate student will not be allowed to continue in the degree program.

A student may accumulate no more than 6 credits with a grade below 3.0 in courses that are to be counted toward the degree.

Any deficiencies in a given area must be removed before the student may enroll in graduate level courses in that area.

Credit will not be awarded for any course in which the student receives a grade less than 2.0. However, all grades are counted in the calculation of the grade-point average (GPA).

Academic Standards for Graduate Assistants in the College of Music
A graduate assistant in the College of Music must:

1. Maintain a cumulative grade–point average of at least 3.25.
2. Not accumulate deferred grades (identified by the DF–Deferred marker) in more than 8 credits in courses (excluding courses numbered 896, 897, 898, 899 or 996, 997, 998, 999).

If at the end of a semester a graduate assistant fails to meet one or both of the requirements specified above, the graduate assistant shall receive a warning and be allowed to hold the graduate assistantship for one additional semester. If at the end of the additional semester the graduate assistant has failed to meet one or both of the requirements specified above, the graduate assistantship shall be withdrawn.
Courses Used to Satisfy a Foreign Language Requirement in a Master's or Doctoral Degree Program in the College of Music

If a foreign language requirement is included in a student's degree program, it is highly recommended that the student enroll in courses that are to be used to satisfy that requirement under the Credit–No Credit (CR–NC) system.

Academic Advising

It is each student’s responsibility to know University and College requirements as stated in the catalog and in college printed materials. To assist the student in interpreting policies and requirements, academic advisement is provided by the Associate Dean for Graduate Studies, Dr. David Rayl. Students are strongly encouraged to consult regularly with an advisor.

Student Progress Reports

The Graduate Student Rights and Responsibilities (GSRR), [http://grad.msu.edu/gsrr/docs/GSRR.pdf](http://grad.msu.edu/gsrr/docs/GSRR.pdf), Document 2.4.8 specifies that ALL graduate students should have an annual evaluation and/or progress report. Written evaluations should be provided to each student and a copy placed in his/her file.

Forms are e-mailed to students and faculty during March or April of each academic year. There are three forms: one for doctoral students, master’s students who do a thesis (Plan A) and master’s students who do not do a thesis (Plan B).

It is each student’s responsibility to print off the appropriate form, complete the first section, and then bring it to the applied teacher or to the program advisor (conducting, music education, composition, theory, history, therapy). That professor will complete the bottom section and return it to the Office of the Associate Dean for Graduate Studies.

Master’s Degrees

Master of Music degree programs are offered in the following areas: Music Performance, Music Composition, Music Conducting, Music Education, Music Theory, Piano Pedagogy, Jazz Studies and Collaborative Piano. The Master of Arts degree program is offered in the area of Musicology.

Admission

In addition to meeting the requirements of the University as described under Admission in the Graduate Education section of the Academic Programs Catalog, [http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s111](http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s111), students must meet the requirements specified below.

To be admitted to a Master of Arts/Master of Music degree program on regular status, an applicant must have:

1. A baccalaureate degree from a recognized educational institution.
2. A minimum cumulative grade–point average of 2.80 for the undergraduate program of study, as well as have met the College requirements for admission to a master's degree program.
3. Received the approval of the faculty in the applicant's area of specialization.

Admission on provisional status may be offered if the applicant’s record is incomplete or contains minor deficiencies in preparation.
Requirements for a Master’s Degree
The student plans a program of study in consultation with a graduate advisor subject to the rules of the College, and the University. Two patterns are in general use: Plan A (with thesis) and Plan B (without thesis). See pages 21-51 for specific requirements.

Time Limit
The time limit for completion of the master's degree is 5 years from the beginning of the first semester in which credit was earned toward the degree.

Applications for extension of the 5-year period of time toward degree must be submitted to and approved by the dean of the college and the Dean of The Graduate School.

Transfer and Lifelong Education Credits
Students in any master's program in the College may apply a maximum of 9 credits earned through any combination of courses taken through lifelong education, graduate certification, or in transfer from another institution, if they are appropriate to a student's program and provided they were completed within the time limits approved for the earning of the degree desired at Michigan State University. The advisor and Associate Dean for Graduate Studies must grant approval. Only courses in which at least a 3.0 grade or its equivalent was received will be considered for transfer. http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s383

With the approval of the student’s academic advisor and the Associate Dean for Graduate Studies, these transfer credits may fulfill specific MSU degree requirements; but not all transfer credits will necessarily fulfill specific MSU degree requirements.

Second or Dual Master’s Degree
A candidate for a second master's degree, or for joint or dual master's degrees, from Michigan State University may request the application of up to 9 credits, appropriate to both programs, from the first master's degree program to the second or from one master's program to another. These 9 credits must have been earned within the time limitations of the college concerned. Credits used to satisfy the requirements of one master's degree may not be used to satisfy the residency requirements of another master's degree.

Students must apply for and be accepted into the second or dual master’s degree. Students must complete a new College of Music application (http://music.msu.edu/admissions/admissions-forms) and a new Michigan State University application (http://admissions.msu.edu/apply.asp). For specific information, please visit the College of Music Admissions Office at 253 Music Building. If you are considering a second master’s degree, you should also consult with the Associate Dean for Graduate Studies immediately.

Doctoral Degrees
Doctor of Musical Arts degree programs are offered in Music Performance, Music Composition and Music Conducting. The Doctor of Philosophy degree program is offered in Music Education.

Admission
In addition to meeting the requirements of the University as described under Admission in the Graduate Education section of the Academic Programs Catalog, http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s111, students must meet the requirements specified below.

To be admitted to a doctoral degree program in the College of Music on regular status, an applicant must have:

1. A record of high academic achievement and demonstrate potential as a performer, conductor, composer, or research scholar acceptable to the area of the degree.
2. A master’s degree or equivalent in a relevant field.
3. A cumulative grade-point average of 3.0 in any previous graduate course work.

Admission on provisional status may be offered if the applicant’s record is incomplete or contains minor deficiencies in preparation.

Requirements for Doctoral Degrees
The student plans a program of study in consultation with a guidance committee, subject to the rules of the College and the University. See pages 21-52 for specific requirements.

Time Limit
For the Doctor of Philosophy and the Doctor of Musical Arts degrees, all of the comprehensive examinations must be passed within 5 years and all remaining requirements for the degree must be completed within 8 years from the time when a student begins the first class at Michigan State University that appears on his or her doctoral program of study.

Applications for extension of the 8 year period of time toward degree must be submitted to and approved by the Associate Dean for Graduate Studies and the Dean of The Graduate School.

Lifelong Education Credits
Up to 9 credits taken while enrolled under the Lifelong Education enrollment status, prior to acceptance, may be applied to a doctoral degree program provided the credits were completed within the designated time limit.

Dual Master’s Degree
Doctoral students may earn a second master’s degree while they are working on a doctoral degree. A candidate for a second master's degree from Michigan State University may request the application of up to 9 credits, appropriate to both programs, from the first master’s degree program (whether from MSU or another university) to the second. These 9 credits must have been earned within the time limitations of the college concerned. Credits used to satisfy the requirements of one degree may not be used to satisfy the residency requirements of another degree. Additional credits from the doctoral degree may be counted toward the second master’s degree.

Students must apply for and be accepted into the second or dual master’s degree. You must complete a new College of Music application (http://music.msu.edu/admissions/) and a new Michigan State University application (http://www.admissions.msu.edu/admission/graduate.asp). For specific information, please contact the College of Music Admissions Office at 253 Music Building. If you are considering a second master’s degree, you should also consult with the Associate Dean for Graduate Studies immediately.
All graduate degrees in the College of Music have varying components in addition to required coursework. For example, some master’s degrees are available under Plan A (thesis option) and some under Plan B (non-thesis option). Other requirements vary by individual degree but include such things as orientation examinations, required recital(s), comprehensive examinations (doctoral students only), and final oral examination or thesis/dissertation/document/lecture-recital defense. See below, under individual degrees, the requirements for that particular degree program.

**College of Music Requirements for the Master of Music and Master of Arts Degrees**

**Master's Orientation Examinations**
All students who are admitted to master's degree programs in the College of Music must take the *Graduate Orientation Examination in Music Theory*, the results of which are used to place students in music theory courses. Based on the results, a student may be required to complete one or two collateral courses in music theory, Music 200 and 201, in addition to meeting the requirements for a master's degree. Credit for MUS 200 and 201 will not be counted toward the degree. This examination is given before the first day of classes in the Fall and Spring semesters and the Summer session.

Each student must take the required orientation examinations before the first day of classes of the student's first semester of enrollment in the program. For additional information about the orientation examination in music theory, contact the Graduate Studies Office.

**Selection of the Advisor**
The selection of a thesis advisor is one of the most important decisions of your graduate career. The advisor most likely serves as your primary mentor during the progress of your degree, and oftentimes throughout your professional career. For students in performance degrees the advisor is the primary teacher with whom you study.

- You should select your advisor no later than the end of your first year of study.
- The Associate Dean for Graduate Studies and your Area Chair are available to meet with you in guiding your selection of your advisor.
- Consult the following document for guidelines and appropriate expectations you can have of your faculty advisor: *Guidelines for Graduate Student Advising and Mentoring Relationships* ([http://grad.msu.edu/publications/docs/studentadvising.pdf](http://grad.msu.edu/publications/docs/studentadvising.pdf))
- Consult with your advisor to develop a thesis proposal and for information about the format and scope of your thesis.
- Your advisor will coordinate your thesis efforts and give you regular feedback on your progress toward the final document.
- Consult with the Associate Dean for Graduate Studies if it becomes necessary to change your primary advisor.

**About Applied Lessons, Required Recitals, and MUS 896**
The MM in Music Performance requires 6 credits of MUS 85x: Applied Instrument, usually taken in the first two semesters of enrollment (3 + 3). Enrolling in 3 credits entitles the student to a one-hour lesson per week.

The MM in Music Performance also requires 4 credits of MUS 896: Recital, usually taken in year two of the master’s degree. Once the student has completed 6 credits of 85x, s/he is entitled to a one-hour lesson per week as long as s/he enrolls for at least 1 credit of 896. (Enrolling for more credits does not entitle the student to additional lesson time.)
MUS 896 credits can be taken in any semester of enrollment at the discretion of the student. The student need not perform a recital during that semester. In some cases, a student may be enrolled in both 85x and 896 simultaneously. Individual teachers may specify a different schedule for taking these credits (for example, 2 + 2 + 2 in conjunction with 896 credits).

896 credits will have a grade of DF until the degree certification form is submitted to the Registrar’s Office at the end of the degree. At that point they will convert to ‘Pass’.

Faculty members are encouraged to develop an individual syllabus for each student enrolled in 896, especially if they have specific expectations of that student.

**Oral Final Certifying Examination**  
[http://music.msu.edu/information-for-students/masters-degree-forms](http://music.msu.edu/information-for-students/masters-degree-forms)

All students in master's degree programs in the College are required to pass an oral final certifying examination. Oral final certifying examinations are given during Fall and Spring semesters, and may be given during a Summer session with the approval of the Associate Dean for Graduate Studies and every member of the student’s examining committee.

*Students must be registered for at least 1 credit during the semester in which he/she takes their oral certifying examination (see Maximum and Minimum Credits).*

All deficiencies with regard to orientation examinations or entrance requirements, whether stated in terms of credits, courses, or performance standards, must be removed before the oral final certifying examination is scheduled.

If the student fails the oral final certifying examination, the student shall be allowed to retake the examination only once, during the next Fall or Spring semester.

**Format of Oral Final Certifying Examination**

The student is responsible for forming the certifying committee and scheduling the examination. The committee consists of three College of Music faculty members. The make-up of the committee and the format of the examination varies from degree to degree (see below). The examination should be scheduled in a faculty studio for 75 minutes, although the examination itself will typically take only 60 minutes. The student should contact committee members at the beginning of the semester in which s/he intends to take the certifying examination. This should be in the final semester of required coursework or any semester thereafter.

*Master of Music in Collaborative Piano, Conducting, Performance, Piano Pedagogy*  
Plan B only: The committee consists of three faculty members: the primary teacher, a second member from the area of the degree, and a member of either the music history or music theory faculty. Each committee member, working with the student, will develop a research question for the student to prepare in advance.

On the day of the examination, the student meets with the committee and makes a presentation of approximately 15 minutes per question. The student can use notes but should not read the answer. In most cases it is suggested that the student prepare, for the committee, a 1-2 page handout or organizational outline for each question. Musical examples (in score or on recordings or live) are recommended. Following the presentation, committee members will ask follow-up questions. Because the format of each question differs slightly, students are urged to ascertain the specific expectations of each committee member upon receipt of the research question.
Master of Music in Composition
Plan A only: The examination is a defense of the thesis. The committee consists of three faculty members: the thesis advisor, a member of either the music history or music theory areas, and a third member from any area in the College. (This third member is frequently a member of the composition area.) For the format of the defense, consult with your thesis advisor.

Master of Music in Music Education
Plan A: The examination is a defense of the thesis. The committee consists of three faculty members from music education. The thesis advisor will serve as chair.

Plan B: The committee consists of three College of Music faculty members: two from music education (one of whom will act as chair) and a third at-large member (usually a faculty member with whom the student has taken course work). Each committee member, working with the student, will develop a question for the student to prepare in advance. At a time that is mutually agreed upon by the student and the chair, the student will write answers to each of the three questions. This on-campus exam will last 3 hours with approximately 1 hour allotted to each question. Approximately 1-2 weeks later, at a time that is mutually agreed upon by the student and each committee member, the oral examination will take place, at which the committee members may ask follow-up questions or ask for clarification of any of the written answers.

Master of Music in Music Theory
Plan A: The examination is a defense of the thesis. The committee consists of three faculty members from music theory. The thesis advisor will serve as chair.

Plan B: In place of the oral examination, the student must pass a Skills Examination, then present a Teaching Demonstration. For format of these requirements, contact the chair of Music Theory.

Master of Music in Jazz Studies
Plan B only: The committee consists of three faculty members from the Jazz Studies area. The primary teacher will act as chair. For format information contact the Jazz Studies Office.
Doctoral Orientation Examinations
The primary purpose of the doctoral orientation examinations is to aid the student's academic advisor and guidance committee in planning the student's program of study.

All students who are admitted to Doctor of Musical Arts degree programs must take the written Graduate Orientation Examination in Music Theory, the results of which are used to place students in music theory courses. Based on the results, a student may be required to complete one or two collateral courses in music theory, MUS 200 and 201, in addition to meeting the requirements for a DMA degree. Credit for MUS 200 and 201 will not be counted toward the degree. This examination is given before the first day of classes in the Fall and Spring semesters and the Summer session.

Selection of the Advisor
The selection of a dissertation/document/lecture-recital advisor is one of the most important decisions of your graduate career. The advisor most likely serves as your primary mentor during the progress of your degree and oftentimes throughout your professional career. For students in performance degrees the advisor is the primary teacher with whom you study.

- You should select your advisor no later than the end of your first year of study.
- The Associate Dean for Graduate Studies and your Area Chair are available to meet with you in guiding your selection of your advisor.
- Consult the following document for guidelines and appropriate expectations you can have of your faculty advisor: Guidelines for Graduate Student Advising and Mentoring Relationships (http://grad.msu.edu/publications/docs/studentadvising.pdf)
- Consult with your advisor to develop a thesis proposal and for information about the format and scope of your dissertation, document, and/or lecture-recital proposal research.
- Your advisor will coordinate your dissertation/document/lecture-recital efforts and give you regular feedback on your progress toward a successful conclusion.
- Consult with the Associate Dean for Graduate Studies if it becomes necessary to change your primary advisor.

About Applied Lessons, Required Recitals, and MUS 996
The DMA in Music Performance requires 24 credits of MUS 996: Doctoral Recital. These credits reflect the work done in connection with all lessons, required recitals and the document and/or lecture-recital(s). During the first six semesters of study, the student enrolls in at least 3 credits per semester and is entitled to a one-hour lesson per week. (Enrolling for more credits does not entitle the student to additional lesson time.) Following six semesters of enrollment, a student must enroll in at least 1 credit of 996 in any semester in which s/he is taking lessons or consistently working with a faculty member on a document or lecture-recital. After six semesters of enrollment, a student need not take lessons from their applied instructor in every semester of enrollment in 996. This decision should be made in consultation with the applied teacher.

Students must be enrolled in 996 credits to receive lessons.

Effective Fall 2012, MUS 996 credits are graded by the applied instructor. MUS 996 credits taken prior to Fall 2012 will continue to have a grade of DF until the degree certification form is submitted to the Registrar’s Office at the end of the degree. At that point they will convert to ‘P’ for ‘Pass’.

Faculty members are encouraged to develop an individual syllabus for each student enrolled in 996, to reflect the specific expectations of that student.

A student must be registered for at least 1 credit (usually 996) during the semester in which s/he defends the document and/or lecture-recital(s) (see Maximum and Minimum Credits).
Planning a Doctoral Program and Appointment of a Guidance Committee
http://music.msu.edu/information-for-students/doctoral-degrees-forms

Each graduate student admitted to a doctoral program has the responsibility to form a guidance committee. (See below for the make-up of individual committees.) Students in the PhD in music education and the DMA in composition should speak with the area chair to determine the appropriate procedure for assembling the committee.

The following applies to students in the DMA in performance and conducting. It is the student’s responsibility to contact each committee member in person (not via e-mail), asking if they will serve on the committee, and to meet individually with that committee member to determine required coursework. Specific area requirements and electives will be determined by the applied teacher, who chairs the committee. Specific coursework in music theory and music history will be determined by the music theory and music history committee members, respectively. The student should bring the form entitled ‘Report of the Guidance Committee’ (available at http://music.msu.edu/information-for-students/doctoral-degrees-forms) to the meeting with each committee member, write down the required coursework discussed with that committee member, and secure the committee member’s signature on the form. The student should then sign the GCR and submit it to the Office of the Associate Dean for Graduate Studies. The Graduate Secretary will then prepare a copy of the GCR and e-mail it to each committee member and the student for e-mail confirmation that the information is correct.

Each DMA student is required to assemble a guidance committee, and develop and submit a guidance committee report prior to registering for the third semester of classes. For example, a student who enters in Fall 2013 must complete these tasks before registering for Summer or Fall Semester 2014. Any student who fails to complete these tasks will have an administrative hold placed on their university account and will not be allowed to register for a third semester until the report is submitted.

Any desired or required changes in the membership of the guidance committee may be made by the graduate student with the concurrence of the committee chairperson, or by the unit with the concurrence of the graduate student, in accordance with University and college policy. The membership of the guidance committee, with the concurrence of the graduate student, may be changed as appropriate to the dissertation topic. Guidance committee chairpersons on leave shall provide for the necessary guidance of their advisees during their absence. All changes must be submitted in writing to the Graduate Studies office.

DMA in Composition
Each committee will be made up of four faculty members: two in the area of music composition (one of whom must serve as the chairperson), one in the area of music theory, and one in the area of music history. Each student in the program has a major professor who provides instruction in music composition, oversees the preparation of the original composition, and oversees the final oral examination based upon that composition. This professor typically serves as chair of the guidance committee.

DMA in Conducting
Each committee will be made up of four faculty members: two in the student's conducting area (one of whom will serve as chair), one in the area of music theory, and one in the area of music history. Each student in the program has a major professor who provides instruction in the student's major area, oversees the musical content of the student's program, guides the preparation of required conducting appearances, oversees the preparation of the scholarly paper, and oversees the final oral examination. This professor typically serves as chair of the guidance committee. In instances where additional expertise would be beneficial it is recommended that the guidance committee include an additional faculty member from within or outside the College of Music.

DMA in Performance
Each committee will be made up of four faculty members: two faculty in the student's performance area (one of whom must serve as the chairperson), one in the area of music theory, and one in the area of music history. Each student in the program has a major professor who provides instruction in the student's major area and oversees the musical content of the student's program. This professor typically serves as the chair of the guidance committee. In instances where additional expertise would be beneficial it is recommended that the guidance committee include an additional faculty member from within or outside the College of Music.
PhD in Music Education

Each committee will be made up of four faculty members: three in the area of music education (one of whom will serve as chair and as the student’s major professor and primary advisor) and one from the student’s cognate area.

Course Requirements

Courses (in addition to those numbered 996, 997, 998, 999) will be prescribed by the guidance committee to insure that the student will have a comprehensive knowledge of a major field and related subjects. The courses that a student is required to complete will depend upon prior academic background in relation to the selected graduate program. Any deficiencies in a given area, as determined by the guidance committee, must be removed before the student may enroll in graduate level courses in that area.

Doctoral Comprehensive Examinations

When the prescribed course work is substantially complete as defined by the guidance committee, the doctoral student is eligible to take the comprehensive examinations covering the major and related fields. At least one component of the comprehensive examinations must be written and must be maintained in the department or school office for three years. Colleges, departments, or schools may also require an oral component.

** All DMA students entering Spring Semester 2014 or thereafter are eligible to take the comprehensive examination only when the required coursework (with the exception of elective credits and 996, 997, 998 or 999 credits) as determined by the Guidance Committee is completed, or during the semester in which it will be completed. ** This change was proposed by the Graduate Committee and was approved by the faculty of the College of Music.

Students must be registered for at least 1 credit during the semester(s) in which they take comprehensive examinations (see Maximum and Minimum Credits). This requirement may be waived by the Dean of The Graduate School upon request of the chair or director of the academic unit, if the examination is administered during the summer session immediately following a spring semester during which the student was registered and/or prior to a fall semester in which the student will be registered. Scheduling, composing, and evaluating the comprehensive examinations is done in accordance with college policy.

In the case of a comprehensive examination that consists of more than one part, the date that the student passes the examination is the date on which he or she passes the final component of the comprehensive examination. The college shall make available to doctoral students upon matriculation a written explanation of comprehensive examination procedures. The comprehensive examinations must be passed before an oral defense of the dissertation or document and/or lecture-recital(s) can be scheduled.

For the Doctor of Philosophy and the Doctor of Musical Arts degrees, all of the comprehensive examinations must be passed within 5 years and all remaining requirements for the degree must be completed within 8 years from the time when a student begins the first class at Michigan State University that appears on his or her doctoral program of study.

Applications for extension of the eight-year period of time toward degree must be submitted by the student for approval by the dean of the college and the Dean of The Graduate School. Upon approval of the extension, doctoral comprehensive examinations must be passed again.

The comprehensive examinations are given during Fall and Spring semesters, and may be given during the Summer session at the discretion of the faculty in the areas of music history, music theory, music education, music conducting, and music composition.
Students who are enrolled in the **Doctor of Philosophy degree program with a major in music education** are required to take a comprehensive examination in the field of music education. This involves four questions from the music education core curriculum and one question from the cognate area. Three of the questions must be written on campus; two are “take home” questions. For specific details a student should consult with their academic advisor in music education.

Students who are enrolled in the **Doctor of Musical Arts degree program in music composition** are required to take a comprehensive examination in the field of composition and the standard comprehensive examination in either music history or music theory (Parts I and II). For specific details a student should consult with their academic advisor in composition.

Students who are enrolled in the **Doctor of Musical Arts degree program in music conducting** are required to take four comprehensive examinations: 1) Part I of the music theory comprehensive examination; 2) a “take home” question in musicology in relation to conducting; 3) a question from the student’s area in conducting to be written on campus; and 4) a “take home” question from the student’s area in conducting. For specific details a student should consult with their academic advisor in conducting.

Students who enrolled in the **Doctor of Musical Arts degree program in music performance** have the option to graduate under either the ‘old’ or ‘new’ comprehensive requirement, are required to take comprehensive examinations in music theory and music history OR in only one of those areas (requires an extra solo recital and a total of 8 credits in the area in which the comprehensive is not taken). Please see below for an explanation of the comprehensive procedure in music theory and music history.

**Doctoral Comprehensive Examination Formats**

The Theory Area (Dr. VanHandel lvh@msu.edu) has written a study guide for the DMA Comprehensive Exam, Part 1. Please visit the link on our website for details. As of July 2013, there is no study guide for Part 2. [http://music.msu.edu/assets/MSU_DMA_Com_Exam_Part_1_Study_Guide.pdf](http://music.msu.edu/assets/MSU_DMA_Com_Exam_Part_1_Study_Guide.pdf).

*The following is the ‘old’ comprehensive format, available only to those students who entered the DMA program in performance prior to Fall 2012.*

**Doctoral Comprehensive Examination in Music Theory**

The doctoral comprehensive examination in music theory is typically given on a Saturday, three times a year: the 3rd week of November, the 1st week of April, and the 3rd week in July. For specific dates, check with the Graduate Studies office. Students planning to take the comprehensive must contact Anne Simon, Graduate Secretary, (musgrad@msu.edu), at least two weeks prior to the exam date. No exceptions to this deadline will be allowed. Students who do not comply with this rule will not be allowed to take the comprehensive examination.

Part I of the examination consists of 50 questions covering 1) basic musical materials, 2) diatonic harmony, 3) chromatic harmony, 4) tonal forms, 5) 18th-c. counterpoint, 6) orchestration, 7) Medieval and Renaissance music, 8) serialism, and 9) non-serial 20th-c. music. A score of 70% or higher is required to pass this part of the examination. Students who are required by their degree program to take both parts of the examination must pass Part I before they are permitted to take Part II. DMA conducting majors are required to take and pass only Part I.

Part II of the examination consists of 5 unannounced essay questions. Of these, the student must complete three, and pass two. Topics derive from courses offered regularly in the music theory and music history areas.

Students taking the first part of the examination will be limited to 2.5 hours. There is a short break for lunch, and students then have 4.5 hours to complete Part II. Students must provide their own pencils, erasers, and writing and music paper. Reference materials (in printed form, on computer media, or in any other form) are not permitted.
Doctoral Comprehensive Examination in Music History
The doctoral comprehensive examination in music history is typically given on a Saturday, three times a year: the 3rd week of November, the 1st week of April, and the 3rd week in July. For specific dates, check with the Office of Graduate Studies in Music. Students planning to take the comprehensive must notify Dr. Ken Prouty (proutyk@msu.edu), the chair of music history, at least three weeks prior to the exam date, specifying in which three historical periods they wish to prepare specific questions and in which three historical periods they wish to answer unannounced questions. Students wishing to substitute a question in the areas of ethnomusicology or women in music for one of the historical questions must inform Dr. Prouty.

The comprehensive exam in music history is in two parts:

Part I is made up of unannounced questions from three of the standard historical periods (Medieval, Renaissance, 17th century, 18th century, 19th century, and 20th century). Three weeks prior to the exam, students inform Dr. Prouty in which three areas they will receive their unannounced questions. Students need to prepare broadly in the three historical periods (or areas) in which they take their unannounced questions.

Part II of the exam consists of three questions taken from the list of announced questions. Students may only choose announced questions in historical periods in which they are not answering unannounced questions. For example, if the student chooses unannounced questions in Medieval, Renaissance, and 17th century music, then the announced questions will be from the 18th, 19th and 20th century periods. Students need to prepare answers to three announced questions on the exam. A list of announced questions in each period will be provided approximately two months prior to the date of the examination.

The following is the ‘new’ comprehensive format, required of those students who entered the DMA program in performance in Fall 2012 or thereafter.

Doctoral Comprehensive Examination in Music Theory and Music History
The doctoral comprehensive examination in music theory and music history is typically given on a Saturday, three times a year: the 3rd week of November, the 1st week of April, and the 3rd week in July. For specific dates, check with the Graduate Studies office. Students planning to take the comprehensive must contact Anne Simon, Graduate Secretary, (musgrad@msu.edu), at least two weeks prior to the exam date. No exceptions to this deadline will be allowed. Students who do not comply with this rule will not be allowed to take the comprehensive examination.

Part I of the examination consists of 50 theory-related questions covering 1) basic musical materials, 2) diatonic harmony, 3) chromatic harmony, 4) tonal forms, 5) 18th-c. counterpoint, 6) orchestration, 7) serialism, and 8) non-serial 20th-c. music. A score of 70% or higher is required to pass this part of the examination. Students must pass Part I before they are permitted to take Part II. DMA conducting majors are required to take and pass only Part I.

Part II of the examination consists of unannounced essay questions. There will be six theory-related questions, drawn from the courses offered regularly in the music theory area: Tonal Forms, Tonal Literature and Analysis, Early 20th-Century Techniques, Counterpoint, Schenkerian Analysis, and Pedagogy of Theory. There will be a larger number of history questions, drawn from each of the 800- and 900-level history courses taught during the past five years. (Doctoral students are required to pass their comprehensive examination by the end of the fifth year of enrollment.) Of these theory and history questions, the student must complete three, and pass two – one in music theory and one in music history.

Students taking the first part of the examination will be limited to 2.5 hours. There is a short break for lunch, and students then have 4.5 hours to complete Part II. Students must provide their own pencils, erasers, and writing and music paper. Reference materials (in printed form, on computer media, or in any other form) are not permitted.
Dissertation/Document/Lecture-recital(s) Proposal

Students in the PhD in music education and the DMA in composition should consult with their advisor for the format and timeframe of the dissertation proposal.

Students in the DMA in conducting and those in the DMA in performance who elect to do a document and lecture-recital must develop a topic with their advisor and submit a proposal for approval by each member of the guidance committee. The proposal must be approved by the committee no less than 6 months prior to the date of the final oral examination. The proposal should be 2-3 pages in length and should summarize the principal “argument” of the document and/or lecture-recital. Consult with the chair of your guidance committee for additional suggestions for the proposal’s format or see http://music.msu.edu/information-for-students/doctoral-degrees-forms.

A more specific timeline for this process is included in the ‘Advising Materials’ section and on our website.

Students in the DMA in performance who elect to do two lecture-recitals must develop each of the topics with their advisor and submit a separate proposal for each for approval by each member of the guidance committee. The proposal must be approved by the committee no less than 1 month prior to the “defense” of the lecture-recital. The proposal should be 2-3 pages in length and should summarize the principal “argument” of the lecture-recital. Consult with the chair of your guidance committee for additional suggestions for the proposal’s format or see http://music.msu.edu/information-for-students/doctoral-degrees-forms.

A more specific timeline for this process is included in the ‘Advising Materials’ section and on our website.

Final Oral Examination
http://music.msu.edu/information-for-students/doctoral-degrees:-forms/

Students must be registered for at least 1 credit during the semester(s) in which they take their final oral examination (see Maximum and Minimum Credits). The final oral examination is the defense of the dissertation, composition, document and/or lecture-recital(s).

The dissertation, composition or scholarly paper on which the final oral examination is based, must be submitted to the members of the student’s guidance committee no later than four weeks before the final oral examination. In cases where the final oral examination involves a lecture-recital and document, the student must pass the defense of the lecture-recital and the document before the lecture-recital can be performed. In cases where the final oral examination involves two lecture-recitals, the student must pass the defense of the lecture-recital before that lecture-recital can be performed. Final oral examinations and performances of lecture-recitals are given during Fall and Spring semesters. They may be given during a Summer session with the approval of the Associate Dean for Graduate Studies and every member of the student’s committee.

For the Doctor of Philosophy in Music Education, should the student's guidance committee fail to accept the dissertation or the student's performance on the final oral examination, the student shall be allowed to rewrite the dissertation or to retake the examination only once. The dissertation must be rewritten or the examination must be retaken within one year, during a Fall or Spring semester.

For the Doctoral of Musical Arts, should the guidance committee fail to accept the student’s performance on the lecture-recital, the related paper, or the final oral examination, the student shall be allowed to repeat the performance of the lecture-recital, to revise the related paper, or to repeat the final oral examination. The lecture-recital must be repeated, the paper revised, or the oral examination repeated within one year, during a Fall or Spring semester.

The format of the final oral examination varies, depending on the degree program. The examination should be scheduled for 90 minutes.
- For students in the PhD degree in Music Education, the DMA in composition or the DMA in conducting, the examination is a defense of the dissertation, document, or final composition.
- For students in the DMA in performance who elect to do a lecture-recital and document, the oral
examination is a presentation of the lecture-recital and a defense of the document. Formats vary somewhat depending on the primary teacher and the area, but generally the student is asked to present the lecture itself (approximately 30 minutes) and to be prepared to present the musical portion (approximately 30 minutes), though often the committee will ask for only excerpts from the musical portion. The remainder of the examination is a defense of the document and the lecture.

- For students selecting the two lecture-recital option, the preceding format for the lecture-recital is followed. For specific details about the defense, a student should consult with their primary teacher or the chair of their guidance committee.

** Miscellaneous Notes About Lecture-Recitals and the Document **

The Chicago Manual of Style is the style manual preferred by most College of Music faculty for DMA documents. Because the document is submitted only to the College of Music Graduate Office and not to the Graduate School, formatting rules are not so stringently applied.

Please consult your document advisor, before you begin your work, for suggestions regarding formatting and appropriate length of your project. If your lecture-recital defense and/or the public presentation of your lecture-recital requires any special audiovisual equipment that is not normally present in the room you are using, you must notify Recording Services no less than 30 days in advance.
III. DEGREE REQUIREMENTS

Information in this section can be found in its entirety in MSU Academic Programs (http://www.reg.msu.edu/AcademicPrograms/)

Descriptions of the degree programs, organized by fields of study, are presented below. All of the graduate degree programs offered by the College of Music have been accredited by the National Association of Schools of Music. The Master of Music degree program in Music Therapy has also been approved by the American Music Therapy Association.

For additional information about graduate programs in the College of Music, contact the Associate Dean for Graduate Studies.

GRADUATE STUDY
The College of Music offers the graduate degree programs that are listed below:

- **Master of Arts**
  - Musicology

- **Master of Music**
  - Collaborative piano
  - Jazz studies
  - Music composition
  - Music conducting
  - Music education
  - Music performance
  - Music theory
  - Music therapy
  - Piano pedagogy

- **Doctor of Musical Arts**
  - Music composition
  - Music conducting
  - Music performance

- **Doctor of Philosophy**
  - Music education

- **Performance Diploma**

**COLLABORATIVE PIANO**

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

**Admission**
To be considered for admission to the Master of Music degree program in collaborative piano, an applicant must present a live performance audition before and be interviewed by a committee of faculty in the piano area, including the director of the collaborative piano program. For an applicant who has a Bachelor of Music degree in piano performance from Michigan State University, the live performance audition may be waived at the discretion of the faculty in the piano area.
With the approval of the faculty in the piano area, an applicant may be considered for admission to the program on the basis of a high-quality audio recording of a recent performance including a solo piano work, one vocal-piano work, and one instrumental-piano work. An applicant who submits an audio recording may be admitted only on provisional status pending the presentation of a live performance audition before and an interview with the faculty in the piano area. The live performance and the interview must be completed before the end of the first semester of enrollment in the program and must meet the requirements of the piano area.

To be admitted to the Master of Music degree program in collaborative piano on regular status, an applicant must have:

1. A bachelor’s degree in piano performance from a recognized educational institution, or have completed the courses in music performance that are required for the Bachelor of Music in piano performance from Michigan State University or their equivalents.

2. Presented a live performance audition and interview that was acceptable to the committee of faculty from the piano area.

**Requirements for the Master of Music degree in Collaborative Piano**
The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student’s program of study must be approved by the student’s academic advisor. The student must meet the requirements specified below:

<table>
<thead>
<tr>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete all of the following courses (18 credits):</td>
</tr>
<tr>
<td>MUS 842 Vocal Coaching Techniques ............................................. 2</td>
</tr>
<tr>
<td>MUS 845 Secondary or Special Emphasis: Voice .................................. 1</td>
</tr>
<tr>
<td>MUS 850A Piano ................................................................. 4</td>
</tr>
<tr>
<td>MUS 850B Collaborative Piano ................................................... 6</td>
</tr>
<tr>
<td>MUS 856 Chamber Music ............................................................ 1</td>
</tr>
<tr>
<td>MUS 896 Recital Performance ..................................................... 4</td>
</tr>
<tr>
<td>2. Complete two of the following courses (4 credits)</td>
</tr>
<tr>
<td>MUS 415 Art Song Literature: German ........................................... 2</td>
</tr>
<tr>
<td>MUS 416 Art Song Literature: French, Spanish, and Italian ................ 2</td>
</tr>
<tr>
<td>MUS 417 Art Song Literature: British and American ......................... 2</td>
</tr>
<tr>
<td>MUS 418 Opera and Oratorio Arias ................................................. 2</td>
</tr>
<tr>
<td>3. Complete a minimum of 5 credits in music theory at the 400 level or above.</td>
</tr>
<tr>
<td>4. Complete 3 credits in music history at the 400 level or above.</td>
</tr>
<tr>
<td>5. Complete one year of study in each of two of the following languages: French, German, Italian.</td>
</tr>
</tbody>
</table>

Credits in courses in a foreign language may **not** be counted toward the requirements for the Master of Music degree. Courses completed as part of an undergraduate degree program may be used to satisfy this requirement.

6. Demonstrate proficiency in English, French, German, Italian, Latin, and Spanish lyric diction. Credits in diction courses may **not** be counted toward the requirements for the Master of Music degree. Courses completed as part of an undergraduate degree program **may** be used to satisfy this requirement.

7. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student’s academic advisor and must involve piano accompanying.
8. Successful completion of the oral certification examination.

**Opera Coaching Concentration**

Students in the Master of Music degree in Collaborative Piano may elect the Opera Coaching Concentration, requiring 33 credits, by completing all degree requirements listed above and those specified below. Some of the courses listed below may also be used to fulfill general degree requirements listed above:

<table>
<thead>
<tr>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Complete all of the following courses (8 credits):</td>
</tr>
<tr>
<td>MUS 418 Opera and Oratorio Arias..........................2</td>
</tr>
<tr>
<td>MUS 423 History of Opera..................................2</td>
</tr>
<tr>
<td>MUS 841 Opera Score Reductions............................2</td>
</tr>
<tr>
<td>MUS 858c Seminar in Choral Conducting......................1</td>
</tr>
<tr>
<td>MUS 892a Seminar in Mus Hist: History of Opera.............1</td>
</tr>
</tbody>
</table>

2. Participate in at least one MSU opera production as a coach-accompanist.

**JAZZ STUDIES**

**Master of Music**

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

**Admission**

To be considered for admission to the Master of Music degree program in jazz studies, an applicant must present a live performance audition before a committee of faculty in the jazz studies area, including the director of the jazz studies program, and take the Jazz Musicianship Proficiency Examination. For an applicant who has a Bachelor of Music degree in jazz studies from Michigan State University, the live performance audition may be waived at the discretion of the faculty in the jazz studies area. With the approval of the faculty in the jazz studies area, an applicant may be considered for admission to the program on the basis of a high-quality audio recording of a recent jazz performance.

An applicant who submits an audio recording may be admitted only on **provisional** status pending the presentation of a live performance audition before the faculty in the jazz studies area and taking the Jazz Musicianship Proficiency Examination. The live performance and the proficiency examination must be completed before the end of the first semester of enrollment in the program and must meet the requirements of the jazz studies area.

To be admitted to the Master of Music degree program in jazz studies on regular status, an applicant must have:

1. A bachelor's degree in jazz studies, music performance, or music education from a recognized educational institution.

2. Presented a live performance audition that demonstrates technical and improvisational skill equivalent to the level of MUS 304: Advanced Jazz Musicianship IV.

3. Demonstrated proficiency in the knowledge of jazz theory and jazz piano proficiency by passing the Jazz Musicianship Proficiency Examination with a grade of 3.5 or better.
Requirements for the Master of Music degree in Jazz Studies
The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student’s program of study must be approved by the student’s academic advisor. The student must meet the requirements specified below:

**CREDITS**

1. Complete all of the following courses (25 credits):
   - MUS 400 Jazz Arranging and Composition I *................................. 2
   - MUS 401 Jazz Arranging and Composition II **.............................. 2
   - MUS 438 Jazz Pedagogy I *...................................................... 2
   - MUS 439 Jazz Pedagogy II **..................................................... 2
   - MUS 801 Advanced Jazz Improvisation I *(Fall of Even Years)*........ 2
   - MUS 802 Advanced Jazz Improvisation II *(Spring of Odd Years)*..... 2
   - MUS 810 Graduate Jazz History **............................................ 3
   - MUS 885 Advanced Jazz Styles and Analysis I *(Fall of Odd Years)*.... 2
   - MUS 886 Advanced Jazz Styles and Analysis II *(Spring of Even Years)*... 2
   - MUS 891 Special Topics in Jazz Arranging I *............................... 1
   - MUS 891 Special Topics in Jazz Arranging II **............................ 1
   - MUS 896 Graduate Recital Performance....................................... 4

   * Course is offered every Fall semester ** Course is offered every Spring semester

2. Complete 4 credits of one of the following courses:
   - MUS 850J Jazz Piano
   - MUS 851J Jazz Voice
   - MUS 852J Jazz Strings
   - MUS 853J Jazz Woodwinds
   - MUS 854J Jazz Brass
   - MUS 855J Jazz Percussion

3. Complete 1 elective credit in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the ‘Advising Materials’ section.

4. Participate in music activities during four semesters of enrollment in the program. The activities must be approved by the student’s academic advisor and must be jazz band and jazz combo each semester.

5. Complete the oral final certifying examination.

**MUSIC COMPOSITION**

*Master of Music*
In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

**Admission**
To be considered for admission to the Master of Music degree program in music composition, an applicant must submit to the College of Music two original compositions representative of the applicant’s creative work. Applicants are encouraged (but not required) to include in the application portfolio audio CD or video recordings of performances of all musical scores they submit. “Live” recordings are preferred, but MIDI realizations are acceptable.

To be admitted to the program on regular status, an applicant must have a bachelor’s degree in music composition from a recognized educational institution, or the applicant must have completed the courses in music composition that are required for the Bachelor of Music degree in composition at Michigan State University or their equivalents.
**Requirements for the Master of Music Degree in Music Composition**

The program is available only under Plan A, for which an original composition is required in lieu of a thesis. A total of 33 credits are required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

### CREDITS

1. **Complete all of the following courses (21 credits):**
   - MUS 871 Contrapuntal Techniques II
   - MUS 880 Composition
   - MUS 881 Seminar in Composition
   - MUS 978 Seminar in 20th & 21st Century Music Theory & Analysis
   - MUS 422 20th Century European & American Music Literature
   - MUS 892A Seminar in Mus Hist: 20th-c. Eur-Am Lit
   - MUS 899 Master's Thesis Research

2. **Complete 8 credits from the courses in group a. and group b. below with at least 2 but not more than 4 credits from group b:**
   - **a.**
     - MUS 870 Contrapuntal Techniques I
     - MUS 872 Tonal Forms
     - MUS 873 Early 20th Century Techniques
     - MUS 874 Schenkerian Analysis
     - MUS 877 Scoring for Orchestra & Band
     - MUS 878 Advanced Scoring for Orchestra & Band
     - MUS 879 Tonal Literature & Analysis
     - MUS 970 Pedagogy of Theory I
     - MUS 971 Pedagogy of Theory II
     - MUS 972 Analytical Studies I
     - MUS 973 Analytical Studies II
     - MUS 977 Advanced Schenkerian Analysis
   - **b.**
     - MUS 882 Composition with Computers
     - MUS 883 Advanced Computer Music Projects
     - **PHL 474 Aesthetic Theory and Modernism**

   * Either MUS 970 or 971, but not both of those courses, may be used to satisfy the requirements referenced in item 2. a.

   * Either MUS 972 or 973, but not both of those courses, may be used to satisfy the requirements referenced in item 2. a.

   * Either MUS 874 or 977, but not both of those courses, may be used to satisfy the requirements referenced in item 2. a.

   * PHL 474 may be counted toward the requirements for the degree only if it is taught by a faculty member in the College of Music.

3. **Complete 4 credits in music performance at the 800-900-level or 2 credits in music performance at the 800-900 level and 2 credits in conducting at the 800-900 level.**

4. **Participate in music activities during 2 semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must be selected from chamber music, chorus, jazz band, orchestra, wind ensemble or new music ensemble.**

5. **Successful completion of the oral final certifying examination.**
**Doctor of Musical Arts**

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

**Admission**

To be considered for admission to the Doctor of Musical Arts degree program in music composition, an applicant must submit to the College of Music two original compositions representative of the applicant’s creative work. Applicants are encouraged (but not required) to include in the application portfolio audio CD or video recordings of performances of all musical scores they submit. “Live” recordings are preferred, but MIDI realizations are acceptable.

To be admitted to the program on regular status, an applicant must have a master's degree in music composition from a recognized educational institution or a total of 30 credits of approved course work.

**Guidance Committee**

A faculty member in the area of music composition must serve as the chairperson of the student’s guidance committee. One additional faculty member in the area of music composition, one faculty member in the area of music theory, and one faculty member in the area of music history must also be members of the student’s guidance committee. Each student in the program has a major professor who provides instruction in music composition, oversees the preparation of the original composition, and oversees the final oral examination based upon that composition.

**Requirements for the Doctor of Musical Arts Degree in Music Composition**

The student must:

1. Complete MUS 830 Research Methods and Materials in Music and the courses in music composition, music theory, and music history that are specified by the student's guidance committee.
2. Complete any cognate area and related courses that are specified by the student's guidance committee.
3. Pass the written comprehensive examinations in the fields of music composition and either music history or music theory.
4. Complete the following requirements in lieu of 24 credits of MUS 999, a dissertation, and a final oral examination over the dissertation:
   a. Complete 24 credits of MUS 998.
   b. Submit an original music composition. The composition must be acceptable to the student’s guidance committee.

The student must have completed successfully all of the required course work (with the exception of MUS 998), the comprehensive examinations, and the original composition before the final oral examination may be scheduled.

A copy of the composition referenced in item 4. above will be retained by the school as part of the permanent degree record.

**Academic Standards**

Doctoral study presumes continuing excellence in course work, reading, and writing. A student may accumulate no more than 6 credits with a grade below 3.0 in courses that are to be counted toward the degree. The student’s original composition and the student’s performance on the final oral examination based on the composition must be approved by the members of the student’s guidance committee with not more than one dissenting vote. Should the committee fail to accept either the student’s composition or the student’s performance on the final oral examination based on the composition, the student shall be allowed to rewrite the composition or to repeat the final oral examination based on the composition only once. The composition must be rewritten or the examination must be retaken within one year, during a Fall or Spring semester.
MUSIC CONDUCTING

Master of Music
In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission
To be admitted to the Master of Music degree program in music conducting on regular status, an applicant must have:

1. A bachelor's degree in music from a recognized educational institution, or have completed the courses in music that are required for a bachelor's degree in music from Michigan State University or their equivalents.
2. Presented a live performance audition that was acceptable to the committee of faculty in conducting.

When applying for admission to the Master of Music degree program in music conducting, an applicant must specify one of the following three major areas: wind conducting, choral conducting, or orchestral conducting.

With the approval of the faculty in an applicant's major area, an applicant may be considered for admission to the program on the basis of a high-quality recording of a recent performance, rather than on the basis of a live performance audition. An applicant must submit a video recording showing a front view of the applicant conducting a minimum of 10 minutes. An applicant who submits a recording may be admitted only on provision status pending the presentation of a live conducting audition before a faculty committee in the applicant's major area. The audition must be presented before the end of the first semester of enrollment in the program. The audition must be in the major area of conducting that the applicant specifies.

To schedule an audition, an applicant should contact the College of Music Admissions Office. An applicant who selects the orchestral conducting area must obtain a list of required repertoire from the Director of Orchestras in the College of Music.

Requirements for the Master of Music Degree in Conducting
The student must meet the requirements for one of the following three major areas of conducting: wind conducting, choral conducting, or orchestral conducting.

1. Wind Conducting
   The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

   CREDITS

   a. Complete both of the following courses (10 credits):
      MUS 858A Seminar in Wind Conducting ................................................. 6
      MUS 897 Concert Conducting ................................................................. 4
      The student must conduct a full program in a public band concert, or conduct a series of pieces in two or more public band concerts.

   b. Complete 6 credits in music history at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).

   c. Complete 8 to 10 elective credits in music courses at the 400-level or above, exclusive of additional MUS 897 credits. Please see Electives list under the ‘Advising Materials’ section.

   d. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must involve band.
2. Choral Conducting
The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

**CREDITS**

a. Complete all of the following courses (16 credits):
   - MUS 858C Seminar in Choral Conducting ........................................ 6
   - MUS 859 Choral Techniques and Materials......................................... 6
   - MUS 897 Concert Conducting .......................................................... 4

With the prior approval of the student's academic advisor, a student who is enrolled in the program only during summer sessions may substitute 6 credits in 800–900 level courses in music theory or music history for 6 credits of MUS 859.

The student must conduct a full program in a public choral concert, or conduct a series of pieces in two or more public choral concerts.

b. Complete 6 credits in music history at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).

c. Complete 2 to 4 elective credits in music courses at the 400-level or above, exclusive of additional MUS 897 credits. Please see Electives list under the ‘Advising Materials’ section.

d. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must involve choir.

3. Orchestral Conducting
The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

**CREDITS**

a. Complete both of the following courses (10 credits):
   - MUS 858B Seminar in Orchestral Conducting .................................. 6
   - MUS 897 Concert Conducting .......................................................... 4

The student must conduct a full program in a public orchestral concert, or conduct a series of pieces in two or more public orchestral concerts.

b. Complete 6 credits in music history at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).

c. Complete 1 to 4 credits in music performance at the 800–900-level.

d. Complete 4 to 9 elective credits in music courses at the 400-level or above, exclusive of additional MUS 897 credits. Please see Electives list under the ‘Advising Materials’ section.

e. Demonstrate a reading knowledge of German, French, or Italian. Credits in courses in a foreign language may not be counted toward the requirements for the Master of Music degree.

f. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must involve orchestra.

**Academic Standards**
A grade of 3.0 or higher is required for MUS 897.
Doctor of Musical Arts
In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission
To be admitted to the Doctor of Musical Arts degree program in music conducting on regular status, an applicant must have:
1. A master's degree in music from a recognized educational institution or a total of 30 credits of approved graduate course work.
2. Presented a live performance audition that was acceptable to the committee appointed by the Dean of the College of Music.

When applying for admission to the Doctor of Musical Arts degree program with a major in music conducting, an applicant must specify one of the following three major areas: wind conducting, choral conducting, or orchestral conducting.

With the approval of the faculty in an applicant’s major area, an applicant may be considered for admission to the program on the basis of a high-quality recording of a recent performance, rather than on the basis of a live performance audition. An applicant must submit a video recording showing a front view of the applicant conducting a minimum of 10 minutes. An applicant who submits a recording may be admitted only on provisional status pending the presentation of a live performance audition before a faculty committee appointed by the Director of the College of Music. The audition must be presented before the end of the first semester of enrollment in the program. As part of the audition, an applicant must present a 10–minute lecture on a topic related to conducting. The applicant may be asked to conduct a live performance group or to illustrate appropriate conducting techniques in relation to printed scores. The applicant may submit video and audio recordings of performances that he or she has conducted. For additional information about the Doctor of Musical Arts degree program in conducting, contact the Director of Bands, the Director of Choral Activities, or the Director of Orchestras in the College of Music.

Guidance Committee
The Associate Dean for Graduate Studies or his or her designee must be a member of the student's guidance committee and must serve as its chairperson. At least two faculty members in the student's conducting area, one faculty member in the area of music theory, and one faculty member in the area of musicology must also be members of the student's guidance committee.

Each student in the program has a major professor who provides instruction in the student's major area, oversees the musical content of the student's program, guides the preparation of required conducting appearances, oversees the preparation of the scholarly paper, and oversees the final oral examination. Normally, the student studies with the major professor for four semesters. In instances where additional expertise would be beneficial it is recommended that the guidance committee include an additional faculty member from within or outside the College of Music.

Requirements for the Doctoral of Musical Arts Degree in Conducting
The student must:

1. Complete 10 to 12 credits from the following courses:
   MUS 958A Seminar in Wind Conducting ................................................. 1 to 12
   MUS 958B Seminar in Orchestral Conducting ......................................... 1 to 12
   MUS 958C Seminar in Choral Conducting ............................................... 1 to 12

2. Complete a minimum of MUS 830 Research Methods and Materials in Music and at least six additional credits of 800 or 900-level courses in music history, as specified by the student’s guidance committee.

3. After taking the Graduate Orientation Examination in Music Theory, complete at least six music theory credits, as specified by the student’s guidance committee.
4. Complete at least 6 credits of electives, as specified by the student's guidance committee. Please see Electives list under the ‘Advising Materials’ section for a list of options.

5. Pass written comprehensive examinations that are administered by the student's guidance committee:
   a. Part 1 of the music theory and music history examination taken on the MSU campus.
   b. Three additional examinations. One of these examinations will involve musicology in relation to conducting, and the other two of these examinations will be related to the student's area of conducting. One of these examinations will be taken on the MSU campus, and the other two examinations will be take-home examinations.

6. Complete the following requirements in lieu of 24 credits of MUS 999, a doctoral dissertation, and a final oral examination in defense of the dissertation:
   a. Complete 24 credits of MUS 997 Doctoral Conducting.
   b. Direct various ensembles on four different programs containing repertoire which demonstrates the ability to program creatively, to execute music in various period styles and forms, and to work effectively with diverse groups.

   Performing groups for the required conducting appearances may be ensembles from the College of Music, or any school, church, or community musical ensemble able to meet the demands of the repertoire. Two of the first three conducting appearances must be presented within six calendar months of each other. The first three conducting appearances will be graded by the major professor and by at least one other faculty member in the student's major area. The fourth conducting appearance must involve a complete program. This appearance will be graded by all of the members of the student's guidance committee with the exception of the Associate Dean for Graduate Studies.

   Every conducting appearance must be video recorded in the format specified by the student's major professor. With the prior approval of the student's major professor, any of the four required conducting appearances may take place off campus. In the event that a conducting appearance is off campus, the grade may be based on an evaluation of the video recording of the appearance.

   c. Submit a scholarly paper exhibiting a thorough understanding of a significant and relevant topic approved by the student's guidance committee and take a final oral examination of approximately two hours based on the paper.

   A proposal for the document must be approved in writing by all members of the guidance committee no less than one calendar year before the oral examination can occur.

   The student must have completed successfully all of the required course work (with the exception of Music 997), the comprehensive examinations, the four conducting appearances, and the scholarly paper before the final oral examination may take place.

   A final copy of the paper will be retained by the college as part of the permanent degree record. This final copy must be approved by the guidance committee and submitted to the Associate Dean for Graduate Studies before the degree can be completed.

**Academic Standards**

Doctoral study presumes continuing excellence in course work, reading, and writing. A student may accumulate no more than 6 credits with a grade below 3.0 in courses that are to be counted toward the degree. The student's performance on the final oral examination and the scholarly paper on which the examination is based must be approved by the members of the student's guidance committee with not more than one dissenting vote. Should the committee fail to accept the final oral examination or the paper, the student shall be allowed to repeat the final oral examination, or to rewrite the paper, only once.

The examination must be retaken, or the paper must be rewritten, within one year, during a Fall or Spring semester.
MUSIC EDUCATION

Master of Music
In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission
To be admitted to the Master of Music degree program in music education on regular status, an applicant must have a bachelor's degree in music education from a recognized educational institution, or have completed the courses in music education that are required for the Bachelor of Music degree in music education at Michigan State University or their equivalents.

The program is available under both Plan A (with thesis) and Plan B (without thesis). A total of 30 credits is required for the degree under Plan A or Plan B. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

Requirements for the Master of Music Degree in Music Education
(Plan A and Plan B)  CREDITS
1. Complete all of the following courses in music education (12 credits):
   MUS 860 Seminar in History and Philosophy of Music Education ..................... 3
   MUS 861 Seminar in Psychology of Music Education ........................................ 3
   MUS 862 Seminar in Music Curriculum and Methodology ................................. 3
   MUS 864 Research in Music Education and Music Therapy ............................. 3

2. Complete a minimum of 10 credits including:
   a. A minimum of 3 credits in graduate courses in musicology.
   b. A minimum of 3 credits in graduate courses in music theory and composition.
   c. A minimum of 2 credits in graduate courses in music performance or music conducting.
   d. A minimum of 2 credits of 800-level courses in music conducting, music performance, composition, music theory, or musicology.

3. Complete 4 additional credits in graduate courses within or outside the College of Music.
   Please see Electives list under the ‘Advising Materials’ section for a list of options.

4. A student who completes fewer than 1 credit of music performance in partial fulfillment of the requirements for the Master of Music degree with a major in music education must pass a performance test on an instrument or in voice. The test will be administered by one faculty member in music education and one faculty member in either instrumental or vocal music performance.

5. Participate in music activities during two semesters or two summer sessions of enrollment in the program. The activities must be approved by the student's academic advisor and must be selected from band, chorus, jazz band, and orchestra.

Additional Requirements for Plan A  CREDITS
1. Complete the following course:
   MUS 899 Master’s Thesis Research ........................................................................ 4

Additional Requirements for Plan B
1. Complete 4 additional credits in graduate courses in music education.
2. Pass a 3–hour written comprehensive examination.
Doctor of Philosophy
In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission
To be considered for admission to the Doctor of Philosophy degree program in music education, an applicant must:

1. Submit to the College of Music his or her master's thesis, if a thesis was required for the master's degree. An applicant who did not complete a thesis must submit a comparable sample of his or her academic or professional writing.

2. Have completed successfully at least three years of employment as a music teacher, as evidenced in letters of recommendation and other documents submitted in support of the application.

3. Include, in the letter required by the College, a 500- to 700-word essay about the applicant's professional experience and future professional goals.

In addition, an international applicant is required to have fulfilled the University's English language proficiency requirement as described in the Graduate Education section of the Academic Programs catalogue in one of the following three ways:

1. Have a total score of 580 (paper version) or 237 (computer version) or above on the Test of English as a Foreign Language with no subscore below 55 (paper version) or 21 (computer version).

2. Have an average score of 82 or higher on the Michigan English Language Assessment Battery.

3. Have an average score of 85 or higher on the English Language Center Test.

To be admitted to the program on regular status, an applicant must have a master's degree in music education or a total of 30 credits of approved graduate course work.

Students who are admitted to the doctoral program in music education should have completed each of the following graduate courses with a grade of at least 3.0 (B):

- one music history course from the Baroque period or earlier (pre–1750)
- one music history course from the Classical period or later (post–1750), and
- one music theory course in advanced analysis.

A student who has not completed such courses will be required to complete those courses, in addition to completing the courses that are required for the doctoral degree.

Guidance Committee
The student’s guidance committee, which must be formed in the first year of graduate study, should consist of an advisor, who must be a music education faculty member, two additional music education faculty members, and one member of the faculty in the student’s cognate area.

Requirements for the Doctor of Philosophy Degree in Music Education
The student must:

1. Complete 24 credits of MUS 999 Doctoral Dissertation

2. Complete a minimum of 36 credits of course work as specified below:

   a. All of the following courses (12 credits):
      MUS 960 Seminar in Measurement in Music Education ......................... 3
MUS 962 Adv Stud in the Philosophy of Music Education .................. 3
MUS 965 Advanced Research Methods in Music Education ............. 3
MUS 966 Qualitative Research in Music Education ....................... 3

b. One of the following courses (3 credits):
MUS 861 Seminar in the Psychology of Music Education .................. 3
MUS 862 Seminar in Music Curriculum and Methodology ................. 3
MUS 964 Seminar in College Music Teaching ............................... 3
MUS 963 Seminar in Administration of Music Programs .................. 3

c. Music Cognate:
9 credits in graduate courses in one of the following areas: composition, conducting, jazz, music therapy, musicology, theory, or performance.

d. Electives:
12 credits in graduate courses within or outside the College of Music. Please see Electives list under the ‘Advising Materials’ section for a list of options.

3. Demonstrate competency in teaching. This requirement must be met by teaching a unit in a college-level music course or ensemble under the guidance of a faculty member.

4. Demonstrate competency in scholarship. This requirement must be met by writing and submitting for publication a scholarly paper on an aspect of music education and presenting the paper at an on-campus colloquium or an off-campus colloquium that has been approved by the student’s advisor.

**MUSIC PERFORMANCE**

**Master of Music**
In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

**Admission**
When applying for admission to the Master of Music degree program in music performance, an applicant must specify one of the following three broad performance areas that he or she wishes to pursue: instrumental music, instrumental specialist, or vocal music.

An applicant who selects the **instrumental music** area must also specify the major instrument or group of instruments (e.g., piano, harp, flute, or percussion instruments) from the categories listed below:
- Brass and percussion: trumpet, horn, trombone, euphonium, tuba, and percussion
- Keyboard: piano
- Stringed instruments: harp, violin, viola, cello, double bass
- Woodwinds: flute, oboe, clarinet, saxophone, bassoon

An applicant who selects the **instrumental specialist** area must also specify one of the following three major specialties: brass instruments specialist, stringed instruments specialist, or woodwind instruments specialist.
- An applicant who selects **brass instruments specialist** must specify the major brass instrument and two secondary brass instruments.
- An applicant who selects **stringed instruments specialist** must specify the major stringed instrument and one secondary stringed instrument.
- An applicant who selects **woodwind instruments specialist** must specify the major woodwind instrument and three secondary woodwind instruments. (Refer to the categories listed above.)
To be considered for admission to the Master of Music degree program in music performance, an applicant must present a live performance audition before a committee of faculty in the applicant's broad performance area. For an applicant who has a Bachelor of Music degree in music performance from Michigan State University, the live performance audition may be waived at the discretion of the faculty in the applicant's major area. With the approval of the faculty in an applicant's major area, an applicant may be considered for admission to the program on the basis of a high-quality recording of a recent performance, rather than on the basis of a live performance audition.

An applicant who selects the instrumental music, instrumental specialist, or vocal music area must submit either an audio or a video recording. An applicant who submits a recording may be admitted only on provisional status pending the presentation of a live performance audition before a faculty committee in the applicant's broad performance area. The audition must be presented before the end of the first semester of enrollment in the program and must meet the requirements that are specified below.

The requirements for the audition are specified below:
1. **instrumental music**: The audition must be on the major instrument or group of instruments that the applicant specifies.
2. **instrumental specialist**:
   a. **brass instruments specialist**: The audition must be on the major brass instrument and on the two secondary brass instruments that the applicant specifies. If trombone is not the major instrument, it must be one of the secondary instruments.
   b. **stringed instruments specialist**: The audition must be on the major string instrument and on the secondary stringed instrument that the applicant specifies. If the major instrument is violin or viola, the secondary instrument must be cello or double bass. If the major instrument is cello or double bass, the secondary instrument must be violin or viola.
   c. **woodwind instruments specialist**: The audition must be on the major woodwind instrument and on one of the three secondary woodwind instruments that the applicant specifies.
3. **vocal music**: The audition must be in voice.

To schedule an audition, an applicant should contact the College of Music Admissions Office.

To be admitted to the Master of Music degree program in music performance on regular status, an applicant must have:
1. A bachelor's degree in music performance from a recognized educational institution, or have completed the courses in music performance that are required for the Bachelor of Music degree in music performance from Michigan State University or their equivalents.
2. Presented a live performance audition that was acceptable to the committee of faculty in the broad performance area.

When applying for admission to the Master of Music degree program in music performance, an applicant must specify one of the following three broad performance areas that he or she wishes to pursue: instrumental music, instrumental specialist, or vocal music.

**Requirements for the Master of Music Degree in Music Performance**
The student must meet the requirements for one of the following three broad areas of music performance: instrumental music, instrumental specialist, or vocal music.

**Instrumental Music**
The student must meet the requirements for one of the following five major areas of instrumental music: piano, brass instruments, stringed instruments, woodwind instruments, or percussion instruments:
1. **Piano**

The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

**CREDITS**

a. Complete all of the following courses (14 credits):
   - MUS 849 Piano Performance ................................................................. 2
   - MUS 850A Piano ........................................................................... 6
   - MUS 856 Chamber Music ................................................................. 2
   - MUS 896 Recital Performance .......................................................... 4

All students enrolled in the Master of Music degree program with piano as the major area are required to complete 1 credit of MUS 849 during each semester of enrollment in MUS 850A. Students who enroll in MUS 850A for more than 2 semesters are required to complete more than 2 credits of MUS 849 and may be required to complete more than 30 credits for the degree.

One movement of a concerto with orchestra or second piano accompaniment must be included in the piano recital performance.

b. Complete 6 credits in music history at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).

c. Complete 4 to 6 elective credits in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the ‘Advising Materials’ section.

d. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must involve piano accompanying.

2. **Brass Instruments**

The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

**CREDITS**

a. Complete both of the following courses (4 credits):
   - MUS 896 Recital Performance ................................................................. 4

   The recital performance must be on the student's major instrument.

b. Complete one of the following courses (6 credits):
   - MUS 854A Trumpet ........................................................................ 6
   - MUS 854B Horn ............................................................................ 6
   - MUS 854C Trombone ................................................................. 6
   - MUS 854D Euphonium ................................................................. 6
   - MUS 854E Tuba ........................................................................ 6

c. Complete 6 credits in music history at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).

d. Complete 8 to 10 elective credits in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the ‘Advising Materials’ section.

e. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must be selected from band, jazz band, and orchestra.
3. **Stringed Instruments**  
The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

| CREDITS |
|-----------------|-----------------|
| **a.** Complete both of the following courses (8 credits): |
| MUS 856 Chamber Music .................................................. 4 |
| MUS 896 Recital Performance .............................................. 4 |
| The recital performance must be on the student's major instrument. |
| **b.** Complete one of the following courses (6 credits): |
| MUS 850C Harp .......................................................... 6 |
| MUS 852A Violin ......................................................... 6 |
| MUS 852B Viola .......................................................... 6 |
| MUS 852C Cello .......................................................... 6 |
| MUS 852D Double Bass ..................................................... 6 |
| **c.** Complete 6 credits in music history at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits). |
| **d.** Complete 4 to 6 elective credits in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the ‘Advising Materials’ section. |
| **e.** Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must involve orchestra. |

4. **Woodwind Instruments**  
The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

| CREDITS |
|-----------------|-----------------|
| **a.** Complete the following course (4 credits): |
| MUS 896 Recital Performance .............................................. 4 |
| The recital performance must be on the student's major instrument. |
| **b.** Complete one of the following courses (6 credits): |
| MUS 853A Flute .......................................................... 6 |
| MUS 853B Oboe .......................................................... 6 |
| MUS 853C Clarinet ......................................................... 6 |
| MUS 853D Saxophone ...................................................... 6 |
| MUS 853E Bassoon .......................................................... 6 |
| **c.** Complete 6 credits in music history at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits). |
| **d.** Complete 8 to 10 elective credits in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the ‘Advising Materials’ section. |
| **e.** Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must be selected from band, jazz band, and orchestra.
5. **Percussion Instruments**

The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

<table>
<thead>
<tr>
<th>CREDITS</th>
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<tbody>
<tr>
<td>a. Complete all of the following courses (10 credits):</td>
</tr>
<tr>
<td>MUS 855 Percussion ................................................................. 6</td>
</tr>
<tr>
<td>MUS 896 Recital Performance .......................... 4</td>
</tr>
<tr>
<td>The recital performance must be on the student's major instrument.</td>
</tr>
<tr>
<td>b. Complete 6 credits in music history at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).</td>
</tr>
<tr>
<td>c. Complete 8 to 10 elective credits in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the ‘Advising Materials’ section.</td>
</tr>
<tr>
<td>d. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must be selected from band, jazz band, and orchestra.</td>
</tr>
</tbody>
</table>

**Instrumental Specialist**

The student must meet the requirements for one of the following three major specialties: brass instruments specialist, stringed instruments specialist, or woodwind instruments specialist:

1. **Brass Instruments Specialist**

The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

<table>
<thead>
<tr>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Complete all of the following courses (6 credits):</td>
</tr>
<tr>
<td>MUS 847 Secondary or Specialist Emphasis: Brass.......................... 2</td>
</tr>
<tr>
<td>MUS 896 Recital Performance .......................... 4</td>
</tr>
<tr>
<td>- Each of the 2 credits of Music 847 is associated with instruction in one of the student's two required secondary instruments.</td>
</tr>
<tr>
<td>- The recital performance must be on the student's major instrument.</td>
</tr>
<tr>
<td>b. Complete one of the following courses (6 credits):</td>
</tr>
<tr>
<td>MUS 854A Trumpet ........................................................................... 6</td>
</tr>
<tr>
<td>MUS 854B Horn .............................................................................. 6</td>
</tr>
<tr>
<td>MUS 854C Trombone ...................................................................... 6</td>
</tr>
<tr>
<td>MUS 854D Euphonium .................................................................... 6</td>
</tr>
<tr>
<td>MUS 854E Tuba .............................................................................. 6</td>
</tr>
<tr>
<td>c. Complete 6 credits in music history at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).</td>
</tr>
<tr>
<td>d. Complete 6 to 8 elective credits in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the ‘Advising Materials’ section.</td>
</tr>
<tr>
<td>e. Present a performance on each of the student's two required secondary instruments. The performance must be acceptable to a committee of faculty in the area of brass instruments.</td>
</tr>
</tbody>
</table>
Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must be selected from band, jazz band, and orchestra.

2. **Stringed Instruments Specialist**
The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student’s program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

| CREDITS |
|------------------|------------------|------------------|------------------|
| Complete all of the following courses (9 credits): |
| MUS 846 Secondary or Specialist Emphasis: String.......................... 1 |
| MUS 856 Chamber Music......................................................... 4 |
| MUS 896 Recital Performance.................................................. 4 |

- The credit of Music 846 is associated with instruction in the student's required secondary instrument.
- The recital performance must be on the student's major instrument.

b. Complete one of the following courses (6 credits):
MUS 850C Harp................................................................. 6
MUS 852A Violin............................................................... 6
MUS 852B Viola ................................................................. 6
MUS 852C Cello ................................................................. 6
MUS 852D Double Bass....................................................... 6

c. Complete 6 credits in music history at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).

d. Complete 3 to 5 elective credits in music courses at the 400-level or above, **exclusive of additional MUS 896 credits or additional credits in your major instrument**. Please see Electives list under the ‘Advising Materials’ section.

e. Present a performance on the student's required secondary instrument. The performance must be acceptable to a committee of faculty in the area of stringed instruments.

f. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must involve orchestra.

3. **Woodwind Instruments Specialist**
The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

| CREDITS |
|------------------|------------------|------------------|------------------|
| Complete both of the following courses (7 credits): |
| MUS 848 Secondary or Specialist Emphasis: Woodwind.................. 3 |
| MUS 896 Recital Performance.................................................. 4 |

- Each of the 3 credits of Music 848 is associated with instruction in one of the student's three required secondary instruments.
- The recital performance must be on the student's major instrument.

b. Complete one of the following courses (6 credits):
MUS 853A Flute................................................................. 6
MUS 853B Oboe ................................................................. 6
MUS 853C Clarinet ................................................................. 6
MUS 853D Saxophone ............................................................... 6
MUS 853E Bassoon ................................................................. 6
c. Complete 6 credits in music history at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).
d. Complete 5 to 7 elective credits in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the ‘Advising Materials’ section.
e. Present a performance on each of the student's three required secondary instruments. Each of the three performances must be acceptable to a committee of faculty in the area of woodwind instruments.
e. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must be selected from band, jazz band, and orchestra.

**Vocal Music**
The program is available only under Plan B (without thesis). A total of 30 credits is required for the degree. The student's program of study must be approved by the student's academic advisor. The student must meet the requirements specified below:

**CREDITS**

1. Complete all of the following courses (11 credits):
   - MUS 435 Opera Theatre ..................................................... 1
   - MUS 851 Voice ......................................................................... 6
   - MUS 896 Recital Performance ................................................ 4
     The recital performance must be a vocal performance.

2. Complete 6 credits in music history at the 400-level or above and two courses in music theory (4 to 6 credits) at the 400-level or above (10 to 12 credits).

3. Complete 7 to 9 elective credits in music courses at the 400-level or above, exclusive of additional MUS 896 credits or additional credits in your major instrument. Please see Electives list under the ‘Advising Materials’ section.

4. Complete two years of study in French, German, or Italian or one year of study in each of two of these languages. Credits in courses in a foreign language may not be counted toward the requirements for the Master of Music degree. Courses completed as part of an undergraduate degree program or an on-line course from an accredited university (and approved by the Associate Dean for Graduate Studies) may be used to satisfy this requirement. Courses from the MSU Evening College cannot be used.

5. Participate in music activities during two semesters of enrollment in the program. The activities must be approved by the student's academic advisor and must involve chorus.

**Academic Standards**
A grade of 3.0 or higher is required for Music 896.
**Doctor of Musical Arts**
In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

**Admission**
To be admitted to the Doctor of Musical Arts degree program in music performance on regular status, an applicant must have:

1. A master's degree in music from a recognized educational institution or a total of 30 credits of approved graduate course work.
2. Presented a live performance audition that was acceptable to the committee appointed by the Dean of the College of Music.

When applying for admission to the Doctor of Musical Arts degree program with a major in music performance, an applicant must specify one of the following two broad performance areas that he or she wishes to pursue:
- Instrumental music or vocal music.

An applicant who selects the **instrumental music** area must also specify the major instrument or group of instruments (e.g., piano, harp, flute, or percussion instruments) from the categories listed below:
- Brass and percussion: trumpet, horn, trombone, euphonium, tuba, and percussion
- Keyboard: piano
- Stringed instruments: harp, violin, viola, cello, double bass
- Woodwinds: flute, oboe, clarinet, saxophone, bassoon

To be considered for admission to the Doctor of Musical Arts degree program in music performance, an applicant must present a live performance audition before a faculty committee appointed by the Director of the College of Music.

Applicants selecting the **instrumental music** area must present a live 40-minute audition, including the performance of 3 major works and approximately 10 minutes of discussion on one or more of the works, that is acceptable to the committee appointed by the Dean of the College of Music. Applicants selecting the **vocal music** area must present a live 40-minute audition, performing 30 minutes of music and 10 minutes of discussion on one or more of the works, that is acceptable to the committee appointed by the Dean of the College of Music. (Required languages: English, French, German, and Italian. Required repertoire: art songs, one opera aria, one baroque or classical aria, one 20th-21st century work). In the case of both the instrumental and vocal music areas, applicants must also be prepared to respond to questions from the audition panel on the entire program.

With the approval of the faculty in an applicant's major area, an applicant may be considered for admission to the program on the basis of a high-quality recording of a recent performance, rather than on the basis of a live performance audition. An applicant who selects the **instrumental music or vocal music** area must submit either an audio or a video recording. An applicant who submits a recording may be admitted only on **provisional** status pending the presentation of a live performance audition before a faculty committee appointed by the Director of the College of Music. The audition must be presented before the end of the first semester of enrollment in the program.

**Guidance Committee**
The Associate Dean for Graduate Studies or his or her designee must be a member of the student's guidance committee and must serve as its chairperson. The student's major professor, a second faculty member from the student’s area, one faculty member from the area of musicology, and one faculty member from the area of music theory must be members of the student's guidance committee. In instances where additional expertise would be beneficial it is recommended that the guidance committee include a faculty member from within or outside the College of Music.

**Requirements for the Doctor of Musical Arts Degree in Music Performance**
The student must meet the requirements for one of the following two broad performance areas: instrumental music or vocal music.
Requirements for the Doctor of Musical Arts Degree in Music Performance

The student must meet the requirements specified below:

Each student in the program has a major professor who provides instruction in the student's major instrument or in voice, oversees the musical content of the student's program, guides the preparation of required recitals, oversees the preparation of the scholarly paper, lecture-recital(s) and the final oral examination. Normally, the student studies with the major professor for six semesters.

The student must:

1. Select, from the categories below, a major instrument or group of instruments (e.g. piano, harp, flute, or percussion instruments) or voice:
   - Piano
   - Stringed instruments: harp, violin, viola, cello, double bass
   - Wind instruments: flute, oboe, clarinet, saxophone, bassoon, trumpet, horn, trombone, euphonium, tuba
   - Percussion instruments
   - Voice

2. Complete the courses that are specified by the student's guidance committee including:
   a. 3 credits of Music 830 Research Methods and Materials in Music
   b. 6 credits of 800- or 900-level courses in music history
   c. additional courses in music theory as specified by the student's guidance committee after the student has taken the Graduate Orientation Examination in Music Theory
   d. 6 credits of elective courses, exclusive of additional credits of Music 996

3. Pass the written comprehensive examination in music history and music theory.

4. Complete the following requirements in lieu of 24 credits of Music 999, a doctoral dissertation, and a final oral examination in defense of the dissertation:
   a. Complete 24 credits of Music 996.
   b. Perform four public recitals that have been approved by a committee of faculty from the student's area. Three of the recitals must be solo recitals, two of which must be presented within two consecutive semesters, excluding summers. The fourth recital must be a chamber music recital. A recording of each of the four recitals is required and must be submitted to the Office of the Associate Dean for Graduate Studies.
   c. Complete one of the following three options:
      (1) Present a lecture–recital twice, first to the student's guidance committee as part of an oral examination and then to the public and submit a scholarly paper upon which the lecture–recital is based. In no case may the lecture–recital be presented publicly until it has been approved by the committee. The oral examination will be a defense of the lecture-recital and the paper. A recording of the lecture–recital is required and must be submitted to the Office of the Associate Dean for Graduate Studies.
      (2) Present two lecture-recitals. Each lecture-recital must be presented twice, first to the student’s guidance committee as part of an oral examination and then to the public. In no case may the lecture-recital be presented publicly until it has been approved by the committee. Each oral examination will be a defense of one of the lecture-recitals. A recording of each lecture-recital is required and must be submitted to the Office of the Associate Dean for Graduate Studies.
      (3) With the unanimous consent of the student's guidance committee, submit a scholarly paper of major scope, comparable to a traditional dissertation, and take a final oral examination based on the paper. A proposal for each lecture-recital and the scholarly paper, if applicable, must be approved in writing by all members of the guidance committee no less than three months before the oral examination on that lecture-recital may occur. A recording of the public lecture-recital(s) and the scholarly paper will be retained by the College as part of the permanent degree record.
In the case of (1) and (3) above, the student must have completed successfully all of the required course work (with the exception of Music 996 Doctoral Recital Performance), the comprehensive examination, the required public recitals, and the scholarly paper before the final oral examination may occur.

In the case of (2) above, the student must have completed successfully all of the required course work (with the exception of Music 996), the comprehensive examination, and the required public recitals before either of the oral examinations may occur.

MUSIC THEORY

Master of Music
In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission
To be considered for admission to the Master of Music degree program in music theory, an applicant must submit to the College of Music:

1. A one-page, type-written statement, written in English, that addresses the applicant's interest in the field of music theory and in MSU's music theory program.
2. At least one type-written, scholarly paper of 10–20 pages, written in English, that focuses on an analysis of a specific composition or that discusses one aspect (e.g., form, harmony, or rhythm) of a particular composition or body of work.
3. At least one original music composition or musical arrangement, or two examples of compositional studies (e.g., counterpoint examples prepared for a course). A video or audio recording of a performance of the composition or arrangement may be submitted.

To be admitted to the program on regular status, an applicant must have a bachelor's degree in music theory from a recognized educational institution, or have completed the courses in music theory that are required for the Bachelor of Music degree music theory at Michigan State University or their equivalents.

Requirements for the Master of Music Degree in Music Theory
The program is available only under Plan B (without thesis). A total of 34 or 35 credits are required for the degree.

The student’s program of study must be approved by the student’s academic advisor, who must be a member of the Music Theory faculty. The student must meet the requirements specified below:

1. All of the following courses (16 credits):
   MUS 480 Counterpoint .................................................................2
   MUS 830 Research Methods and Materials in Music ..................3
   MUS 872 Tonal Forms .................................................................2
   MUS 873 Early 20th-Century Techniques ..............................2
   MUS 874 Schenkerian Analysis ...............................................2
   MUS 891 Keyboard Skills and Improvisation .........................2
   MUS 970 Pedagogy of Theory ..................................................3

   Music 480, 872, and 873 are not required if the corresponding parts of the Graduate Orientation Examination in Music Theory are passed. In this event, these credits will be comprised as electives, with courses being selected according to the student’s interests and in consultation with the student’s academic advisor.

2. One of the following courses (3 credits):
   MUS 870 Contrapuntal Techniques I ....................................3
   MUS 871 Contrapuntal Techniques II ....................................3
If a student takes both 870 and 871, one may be counted toward requirement #3 below.

3. Three of the following courses (8 or 9 credits):
   MUS 860* Seminar in History and Philosophy of Music Education....... 3
   MUS 861* Seminar in Psychology in Music Education .................. 3
   MUS 862* Seminar in Music Curriculum and Methodology ............ 3
   MUS 875 Analysis of Musical Scores .................................... 3
   MUS 876 History of Music Theory ....................................... 3
   MUS 877~ Scoring for Orchestra and Band ............................. 2
   MUS 878~ Advanced Scoring for Orchestra and Band .................. 2
   MUS 879 Tonal Literature and Analysis .................................. 3
   MUS 880~ Composition ..................................................... 2
   MUS 881~ Seminar in Composition ....................................... 2
   MUS 960* Seminar in Measurement in Music Education ............... 3
   MUS 964* College Music Teaching ....................................... 3
   MUS 971* Pedagogy of Music Theory II .................................. 3
   MUS 976 Performance and Analysis ....................................... 3
   MUS 977^ Schenkerian Analysis II ....................................... 3
   MUS 978 Sem. in 20th-21st Century Music Theory and Analysis ....... 3

^Students who choose Capstone Experience A (see #7b below) must complete MUS 977.

*Students who choose Capstone Experience C (see #7b below) must completely MUS 971 and must complete one of MUS 860, 861, 862, 960, and 964. No student may count more than one of MUS 860, 861, 862, 960, and 964 toward this requirement.

~No student may count more than one of MUS 877, 878, 880, and 881 toward this requirement.

4. Complete an additional 3 credits in musicology at the 400-level or above. MUS 830 may not be used to fulfill this requirement.

5. Participate in music activities during two semesters of enrollment in the program. The activities must be approved in advance by the student’s academic advisor, and selected from band, chamber ensemble, chorus, jazz band, new-music ensemble, and orchestra.

6. Pass a Keyboard Skills Assessment Examination. The examination will be offered once at the start of fall and spring semesters. Materials are prepared from a booklet given to the student at the outset of his or her studies in the program, and will involve the playing of various harmonic progressions and sequences, realizing figured basses, composing accompaniments to simple melodies, transposing, and improvising. The exam will be graded by a committee selected by the Music Theory Area Chairperson, and comprised of two members of the Music Theory faculty.

7. Complete 4 credits of MUS 898 (Master’s Research) as follows:
   a. Complete a Teaching Demonstration (2 credits).
      Students will register for 2 credits of MUS 898 (Master’s Research) with a member of the Music Theory faculty, who will serve as advisor to the teaching demonstration. The demonstration must take place after the student has completed MUS 970 (Pedagogy of Music Theory I). A 1- to 2-page proposal outlining the instructional objectives, proposed topic(s) and approach(es), and schedule for completion will be submitted to the advisor for approval at the start of the semester in which the demonstration will take place. The demonstration will occupy two class periods of an undergraduate course in music theory to be determined by the Area Chairperson. It will be graded by a three-person committee selected by the Area Chairperson and comprised of the advisor, another member of the Music Theory faculty, and one faculty member from outside the Theory Area.
The grade will be pass/fail, based upon a majority of the three committee members. Candidates who fail the Teaching Demonstration will be allowed to present a second one no earlier than the following semester. Candidates who fail twice will not be allowed to complete the degree.

b. Complete one of the following capstone experiences (2 credits):
   1) Capstone Experience A: Research-Intensive
      a) **Two Research Papers** (2 credits total).
         Write two research papers, each of 20-30 pages, as supplements to two different courses within the student’s program of study. One must be a music theory course at or above the 800 level; the second may be either another music theory course at or above the 800 level or a musicology course at or above the 400 level. With the approval of the course instructor, the student will enroll concurrently in one credits of MUS 898 (Master’s Research) with the same instructor. Early in the semester, the student will propose an independent research project that builds upon subjects to be addressed in the course. He or she will then engage with the scholarly literature on the subject, conduct research, produce a polished essay to report his or her findings, and present the research publicly in consultation with the advisor. Each paper must be of scope and quality to be submitted as a writing sample to accompany applications to doctoral programs in music theory, or for consideration as a conference proposal. Students who intend to apply to doctoral programs are encouraged to write both of these papers during the first year of study.

   2) Capstone Experience B: Hybrid (Research and Pedagogy)
      a) **One Research Paper** (1 credit).
         Write one research paper of 20-30 pages as a supplement to a music theory course in the student’s program of study at or above the 800 level. With the approval of the course instructor, the student will enroll concurrently in one credit of MUS 898 (Master’s Research) with the same instructor. Early in the semester, the student will propose an independent research project that builds upon subjects to be addressed in the course. He or she will then engage with the scholarly literature on the subject, conduct research, produce a polished essay to report his or her findings, and present the research publicly in consultation with the advisor. The paper must be of scope and quality to be submitted as a writing sample to accompany applications to doctoral programs in music theory, or for consideration as a conference proposal.

      b) **Pedagogical Research** (1 credit).
         The student will register for one credit of MUS 898 (Master’s Research) and complete a pedagogy-related project on a topic to be determined in consultation with a member of the Music Theory faculty, who will serve as the student’s advisor. The project will be practical in nature. Possibilities include, but are not limited to, assembling repertoire and exercises for one or more particular topic(s) and/or exam(s) to accomplish particular curricular objectives. The focus of the project may or may not be coordinated with that of the Teaching Demonstration.

   3) Capstone Experience C: Pedagogy-Intensive
      a) **Pedagogical Portfolio** (1 credit).
         The student will register for one credit of MUS 898 (Master’s Research) concurrently with, and with the same instructor as, MUS 971 (Pedagogy of Music Theory II). The student will assemble a detailed pedagogical portfolio that includes the following: a brief statement of teaching philosophy (1-2 pages); a substantial essay outlining strengths and weaknesses of several music theory textbooks and stating which one(s) the student would use if designing an undergraduate music
theory curriculum (c. 10-12 pages); and an overview (in outline form) of the timeline, topics, and objectives for a four-semester undergraduate curriculum in music theory and aural musicianship (c. 10 pages).

b) Pedagogical Research (1 credit).
The student will register for one credit of MUS 898 (Master’s Research) and complete a pedagogy-related project on a topic to be determined in consultation with a member of the Music Theory faculty, who will serve as the student’s advisor. The project will be practical in nature. Possibilities include, but are not limited to, assembling repertoire and exercises for one or more particular topic(s) and/or exam(s) to accomplish particular curricular objectives. The focus of the project may or may not be coordinated with that of the Teaching Demonstration.

MUSICOLOGY
Master of Arts
In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

Admission
To be admitted to the Master of Arts degree program in musicology on regular status, an applicant must have a bachelor's degree in musicology, or have completed the courses in musicology that are required for the Bachelor of Arts degree in music at Michigan State University or their equivalents.

Requirements for the Master of Arts Degree in Musicology
The program is available under both Plan A (with thesis) and Plan B (without thesis). A total of 32 credits is required for the degree under either Plan A or Plan B. The student’s program of study must be approved by the student’s academic advisor. The student must meet the requirements specified below:

Requirements for Both Plan A and Plan B

1. Complete the following course:
   MUS 830 Research Methods and Materials in Music .......................... 3

2. Complete one of the following two options:
   a. 9 credits of music history and 3 credits of ethnomusicology, in addition to MUS 830. At least two of the courses must be at the 800–level or above.
   b. 3 credits of music history and 9 credits of ethnomusicology including MUS 832, in addition to MUS 830. At least two of the courses must be at the 800–level or above.

   If a 400–level course is to be used to satisfy this requirement, the student must enroll concurrently in 1 credit of MUS 892A Seminar in Music History.

3. Complete 3 credits in music theory.

4. Complete 3 credits in a cognate outside the College of Music. Both the cognate area and the related courses must be approved by the faculty in the area of musicology.

5. Demonstrate a reading knowledge of one foreign language, preferably German or French. Credits in courses in a foreign language may not be counted toward the requirements for the Master of Arts degree in musicology.

6. Complete 2 credits in music performance at the 800–level.
7. Complete 5 additional credits in music excluding musicology.

8. Participate in music activities during two semesters of enrollment in the program. The activities must be acceptable to the faculty in the area of musicology and must be approved by the student's academic advisor.

**Additional Requirements for Plan A**

1. Complete the following course:
   MUS 899 Master's Thesis Research ................................................................. 4

**Additional Requirements for Plan B**

1. Complete the following course:
   MUS 898 Master's Research ........................................................................... 4
   (Possible projects include historical performance, instrument construction, or transcribing or editing historical music.)

**PIANO PEDAGOGY**

**Master of Music**

In addition to meeting the requirements of the University and of the College of Music, students must meet the requirements specified below.

**Admission**

To be considered for admission to the Master of Music degree program in piano pedagogy, an applicant must present a live performance audition before and be interviewed by a committee of faculty of the piano area. For an applicant who has a Bachelor of Music degree in music performance from Michigan State University, the live performance audition and the interview may be waived at the discretion of the faculty in the piano area. With the approval of the faculty in the piano area, an applicant may be considered for admission to the program on the basis of (a) a high-quality audio or video recording of a recent performance, (b) a video recording of him or her teaching a piano lesson to a young child, and (c) a written statement of his or her teaching philosophy. An applicant who submits recordings and a written statement may be admitted only on **provisional** status pending the presentation of a live performance audition before and an interview with the faculty in the piano area. The live performance and the interview must be completed before the end of the first semester of enrollment in the program and must meet the requirements of the piano area.

To be admitted to the Master of Music degree program in piano pedagogy on regular status, an applicant must have a bachelor’s degree in piano pedagogy, a bachelor’s degree in piano performance or a bachelor’s degree in music education with a major in piano from a recognized educational institution.

In addition, an international applicant is required to have fulfilled the University’s English language proficiency requirement for regular admission as described in the **Graduate Education** section of this catalog. Provisional admission as a result of English language scores is not possible for this degree program.

**Requirements for the Master of Music Degree in Piano Pedagogy**

The program is available under Plan B (without thesis). A total of 31 credits is required for the degree under Plan B. The student’s program of study must be approved by the student’s academic advisor. The student must meet the requirements specified below.

**CREDITS**

1. Complete all of the following courses (21 credits):
   MUS 448 Advanced Keyboard Methods and Literature I .................. 2
   MUS 449 Advanced Keyboard Methods and Literature II ............. 2
   MUS 843 Seminar in Piano Pedagogy ............................................. 6
   MUS 849 Piano Performance ........................................................... 2
MUS 850A Piano................................................................. 6
MUS 864 Research in Music Education and Music Therapy......... 3

- Students who have completed MUS 448 or MUS 449 at Michigan State University may contact the Director of Piano Pedagogy for a list of courses which may be substituted.

2. Complete 3 credits in music theory at the 400 level or above.

3. Complete 3 credits in musicology at the 400 level or above.

4. Complete 2 credits of MUS 896 Recital Performance, performing a recital under the guidance of the student’s major professor.

5. Complete 2 credits of MUS 898 Master’s Research, completing a research project and a one-semester teaching project with cumulative portfolio under the guidance of the Director of Piano Pedagogy.

PERFORMANCE DIPLOMA PROGRAM

The Performance Diploma Program is an intensive four-semester (two year) course of study for musicians who have already achieved a high level of performance and wish to focus on developing their performing skills through further study. The program provides for concentrated study in appropriate literature with a master teacher, without being enrolled in a degree program at the time. There is no language requirement or degree prerequisite. Admission to the program is by live audition only. Thirty-minute entrance auditions for the program will be held at the College of Music.

** International students are issued an I-20 so that they may apply for a J-1 Visa. **

The appointed auditions committee will consist of the primary teacher plus one member each from the following areas: Brass and Percussion, Piano, Strings, Vocal Arts, and Woodwinds. Auditions for jazz will be heard by the Jazz Studies faculty.

During their time of study, the Performance Diploma students will concentrate almost exclusively on developing their performing skills. This program recognizes accomplishment but does not carry the privileges of a college degree. Instead, the students will likely be preparing for auditions, competitions, or career-entry positions. The program consists of private study as well as chamber music and ensemble experience within the College of Music. In addition, students are required to perform one recital per year for the two-year period.

Program Requirements

A total of 16 semester credits are required for completion of the Performance Diploma.

Students enroll for 3 credits of private lessons and 1 credit of chamber music for each of four semesters to complete the program. (Voice students substitute Opera Workshop for the chamber music requirement.) Two recitals are required, as well as, 1 semester of participation in a major ensemble. (Jazz students will participate in four semesters of jazz ensembles.)

Recitals must be approved in advance, according to the College of Music policy, which requires three faculty members of the area to approve the recital before it can be publicly presented. Additional requirements will be determined in consultation with the major teacher.

In addition to fees for the 4 credits per semester, students will be assessed a performance fee for each semester’s enrollment in the program.
Students in the Performance Diploma Program will enroll through Lifelong Graduate Education. The total cost is $10,000 per year. The College of Music does not offer financial assistance (scholarships, fellowships, or graduate assistantships) for participants in the Performance Diploma Program.

** Performance Diploma students are subject to all rules and regulations of the College of Music.

** Courses from another university, college, or music school may not be transferred into the Performance Diploma Program.

** Admission Procedure:**
Prospective students should contact the College of Music Admissions Office for information on admission to the Performance Diploma Program. Students must complete a graduate application to the College of Music, submit a Life Long Education application to the University and pass an audition before a decision can be made on acceptance into the program.

- The College of Music application is available at: [http://music.msu.edu/admissions/](http://music.msu.edu/admissions/)

  Send a request by e-mail to: admissions@music.msu.edu, by calling call 517-355-2140 or by mailing a letter to:
  
  Director of Admissions  
  College of Music  
  Michigan State University  
  East Lansing, MI 48824-1043

- The MSU Life Long Education application is available at [http://www.reg.msu.edu/ROInfo/EnrReg/LifelongEducation.asp](http://www.reg.msu.edu/ROInfo/EnrReg/LifelongEducation.asp).

- Audition requirements are posted on the admissions website at [http://music.msu.edu/information-for-students/ensemble-auditions/](http://music.msu.edu/information-for-students/ensemble-auditions/)

** Enrollment Procedure:**
The program is administered by the Graduate Office of the College of Music. Students in the program are required to enroll for classes with the assistance of the Graduate Secretary. Students should contact the professor they wish to work with to discuss their studio availability. After admission, further questions and concerns can be brought to the attention of the Graduate Office (207 Music Practice Building) or by e-mailing musgrad@msu.edu.
IV. COMPLETING YOUR DEGREE

DEGREE COMPLETION

Responsibility of the Student

• An Application for Graduation must be completed with the Office of the Registrar, Room 150 Administration or on-line at: http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp, early in the semester of graduation. After you submit the Application for Graduation, A Graduate Credit Statement and Final Certification for Degree form will be mailed to your department. * Verify the MSU has your correct mailing address for mailing the diploma. *

• Program requirements, course credits, and deferred credits normally will have been completed, with the exception of thesis/dissertation credits, before the beginning of the final semester.
  • All masters students must register for and successfully complete a minimum of 4 credits of master’s thesis or equivalent (course numbers 896, 897, 898, or 899) during their program.
  • All doctoral students must register for and successfully complete a minimum of 24 credits of doctoral dissertation research or equivalent (course numbers 996, 997, 998, and 999) during their program. Refer to the Academic Programs catalog for further details.
  • Effective Fall 2012, MUS 996 credits are graded by the applied instructor, MUS 996 credits taken prior to Fall 2012 will continue to have a grade of DF until the degree certification form is submitted to the Registrar’s Office at the end of the degree. At that point they will convert to ‘P’ for ‘Pass’.
  • A ‘grade’ of DF (deferred) will remain on your record for course numbers 896, 897, 898, 899, 997, 998, and 999 until the degree certification form is submitted to the Registrar’s Office at the end of the degree. At that point they will convert to ‘P’ for ‘Pass’.

• For PhD in Music Education, Music Education (Plan A), and MA in Music History
  • Visit the Graduate School’s power point presentation at http://grad.msu.edu/etd/docs/eFormatting.ppt prior to submitting the thesis or dissertation. The presentation describes the process for submitting your thesis or dissertation to the Graduate School.
  • Only electronic documents will be accepted by the Graduate School. Please see http://grad.msu.edu/etd/ for details.

You must also submit a pdf copy to the College of Music Graduate Studies Office. Submissions must be as a pdf, via e-mail to (musgrad@msu.edu).

• For DMA students in Performance, Composition and Conducting
  • Submit your final version of the document, composition and/or CD to the College of Music Graduate Studies Office. Formatting for the College of Music copy is based upon the Chicago Manual of Style.
  • Submissions to the College of Music must be as a pdf, via e-mail, to the Graduate Studies Office (musgrad@msu.edu).
  • You do not need to submit this to the Graduate School.
• Schedule and pass the oral examination. This may be a defense of your PhD dissertation, of your DMA document, of your DMA document/lecture-recital or of both DMA lecture-recitals, of your final DMA composition, or of your Master’s thesis.

• You must be enrolled for at least one credit during the semester in which you take the final oral examination (defense).

• You are not required to be enrolled the semester of the submission of the final copy to the Graduate School if that semester is different from the semester of the oral defense.

• Verify deadline dates for the semester through one of the following: Registrar’s Office, University Calendar http://www.reg.msu.edu/ROInfo/Calendar/Academic.asp
  The Graduate School, Graduation Requirements http://grad.msu.edu

Responsibility of the Graduate School
• Only electronic documents (theses and dissertations) will be accepted by the Graduate School. Please see http://grad.msu.edu/etd/ for details.

• Review preliminary copy of thesis/dissertation

• Accept final, flawless, electronic copy of thesis/dissertation

• Forward additional title page to Office of the Registrar

Responsibility of the College of Music
• The form Graduate Credit Statement and Final Certification for each candidate APPROVED (or DISAPPROVED) for a graduate degree is transmitted by the college to the Office of the Registrar at the end of the semester in which the degree is to be awarded.

Responsibility of the Registrar’s Office
• Verify approval of the “Final Certification” form by department and college.

• Check your records for courses listed on the Final Certification form and their approved completion, including the required number of research/recital credits.

• Check for any outstanding parking tickets, holds, or fees owed to the University.

• Check with the Graduate School to verify that your thesis/dissertation was submitted before the semester deadline.

Here’s what you receive
• If everything has been completed and verified, you should be receiving a copy of your diploma and can request a degree-granting transcript four-six (4-6) weeks after the commencement ceremony.

• If one of the items above was not completed, a letter will be sent to you and your college, which indicates the criteria not met. If you have any questions about this letter, you can contact the College of Music Graduate Studies Office.

Exit Check List
• Before leaving campus, discuss with your advisor what you are expected or not expected to take with you from MSU, and what needs to be done about the proper disposal or storage of materials used in your research.

• Return all College of Music keys, loaned instruments, and/or materials.
Below is a list of graduate theory course offerings for the upcoming academic year. Basic information regarding each is also given. This is the third year that the Theory Area’s Tiered Course Structure, with its attendant prerequisites, is in effect. That structure is detailed on the chart provided at the end of this document. A few important points to keep in mind:

1. All graduate students must take and pass the basic theory and aural skills parts of the *Graduate Orientation Examination in Music Theory* before you may take any regular theory course. (This includes students who have completed a bachelor's program at MSU but excludes master’s students in jazz, doctoral students in music education and students with a master’s degree from MSU.) If you fail either of these parts of the exam, you must enroll in MUS200 (for basic theory) and/or MUS201 (for aural skills) to remediate deficiencies. **Neither of these courses will count as part of your required credits for graduation.**

2. The vast majority of you should be taking tier-1 courses. These assume the theory knowledge gained in an undergraduate sequence of theory courses. Tier-2 and -3 courses assume further knowledge and mastery of skills. This tiered structure has been designed to help graduate students and their faculty advisers plan a sequence of courses appropriate to a student’s background, interests, and professional aspirations. It also allows theory faculty to design courses with a more accurate sense of the level of experience and technical skill that can be assumed of students enrolled in those classes.

3. Passing scores on any of the four optional parts of the *Graduate Orientation Examination* (counterpoint, orchestration, form, and 20th-C music) remove the prerequisite that attaches to the corresponding tier-1 course. For example, a student who passed the “counterpoint” portion of the test would not have to take 480 before enrolling in 870, 871, or 874.

**FALL ‘13**

**TIER 1**
- MUS 480 – Counterpoint (Sly)
- MUS 872 – Tonal Forms (Taggart)
- MUS 873 – 20th Century Techniques (Ruggiero)
- MUS 877 – Scoring for Orchestra and Band (Hutcheson)
- MUS 879 – Tonal Literature and Analysis (VanHandel)

**TIER 2**
- MUS 870 – Contrapuntal Techniques I (Modal) (Callahan)
- MUS 970 – Pedagogy of Theory (Sly)

**SPRING ‘14**

**TIER 1**
- MUS 480 – Counterpoint (Ruggiero)
- MUS 872 – Tonal Forms (Taggart)
- MUS 873 – 20th Century Techniques (Ruggiero)

**TIER 2**
- MUS 871 – Contrapuntal Techniques II (Tonal) (Callahan)
- MUS 891 – Music Cognition and Perception (VanHandel & McAuley)*

**TIER 3**
- MUS 971 – Pedagogy of Theory II (Callahan)

* MUS 891 is a team-taught class with Dr. VanHandel and Dr. Devin McAuley from the Psychology/Cognitive Science department. The class is a seminar on music cognition and perception. Students will be drawn from the College of Music as well as from Psychology and Cognitive Science. The course focuses on literature on pitch and rhythm perception, physiological and psychological responses to sound and music, and perceptual organization of melody, rhythm, and tonality, and music and emotions. Students will learn about current research in the field, learn to develop hypotheses and create experiments to study those hypotheses, and learn to study and interpret the results.
The chart below organizes course offerings in music theory into “tiers,” and shows the flow of prerequisites involved.

Students must pass the basic theory and aural skills parts of the Graduate Orientation Examination in Music Theory before they may take any regular theory course. If they fail either of these parts of the exam, they must enroll in MUS200 (for basic theory) and/or MUS201 (for aural skills) to remediate. 200 and 201 can be taken concurrently with tier-1 courses. Also, passing scores on any of the four optional parts of the Graduate Orientation Examination (counterpoint, orchestration, form, and 20th-C music) removes the prerequisite that attaches to the corresponding tier-1 course. For example, a student who passed the “counterpoint” portion of the test would not have to take 480 before enrolling in 870, 871, or 874. Students would be required to pass all prerequisites with a grade of 3.0 or higher to qualify for enrollment in a higher-tier course.

<table>
<thead>
<tr>
<th>Remedial</th>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 &amp; 201</td>
<td>484 (Instr/Bsc Orch) - MM’s Only</td>
<td>870 (ContTech I)</td>
<td>977 (Adv Schenkerian Analysis)</td>
</tr>
<tr>
<td></td>
<td>480 (Counterpoint) (or pass exam)</td>
<td>871 (Cont Tech II)</td>
<td>7</td>
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<tr>
<td></td>
<td>872 (Tonal Forms)</td>
<td>970 (Ped of Th I)</td>
<td>[972, 973] (Anal St. I/II)</td>
</tr>
<tr>
<td></td>
<td>879 (Lit &amp; Analysis) 875 (or pass exam)</td>
<td>971 (Ped of Th II)</td>
<td>[876] [975]</td>
</tr>
<tr>
<td></td>
<td>873 (Early 20th-C Tech) (or pass exam)</td>
<td>978 (Sem in 20th-Cent Music)</td>
<td>878 (Adv Scoring)</td>
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<tr>
<td></td>
<td>877 (Scoring)</td>
<td>878 (Adv Scoring)</td>
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</table>

972, 973, 876, and 975, bracketed in the chart, are offered occasionally, but are not part of the regular rotation of courses.

200 and 201 are 1-credit courses and do not count towards your degree;

480, 484 (MM only), 872, 873, 874, 876, 877, 878, and 975 are 2-credit courses;

870, 871, 875, 876, 879, 970, 971, 972, 973, 976, 977 and 978 are 3-credit courses.
Master's Students

1. You may count any course in musicology or ethnomusicology at the 400-level or above.
2. If you take a 400-level course (2 cr) you must also take the attached MUS 892a Graduate Seminar (1 cr) for a total of 3 crs.
3. The following courses will not count toward the required course work in music history: MUS 413, 414, 415, 416, 417.
4. MUS 830 (Long) does not count toward the 6 credits of required coursework in music history, should you wish to take it.

The following courses may be taken by master’s students to fulfill MUSIC HISTORY requirements:

* students must also sign up for the attached Graduate Seminar (MUS 892a) for a total of 3 credits.

FALL 2013
MUS 409*: American Music - 2 cr. (Prouty)
   - Graduate students must enroll for correlating MUS 892a (sec. 001) - 1 cr.
MUS 410*: Jazz History - 2 cr. (Prouty)
   - Graduate students must enroll for correlating MUS 892a (sec. 002) - 1 cr.
MUS 422*: 20th Century Europ-Amer Music Lit - 2 cr. (Bartig)
   - Graduate students must enroll for correlating MUS 892a (sec. 003) - 1 cr.
MUS 423*: History of Opera - 2 cr. (Ray)
   - Graduate students must enroll for correlating MUS 892a (sec. 004) - 1 cr.
MUS 425*: Music of South Asia and Its Diaspora - 2 cr. (Largey)
   - Graduate students must enroll for correlating MUS 892a (sec. 005) - 1 cr.

MUS 892a-006: Music and Nationalism in the Long 19th Century - 3 cr. (Bartig)
MUS 892a-007: Motet and Chanson - 3 cr. (Long)

SPRING 2014
MUS 419*: Baroque Music - 2 cr. (Ray)
   - Graduate students must enroll for correlating MUS 892a (sec. 006) - 1 cr.
MUS 421*: 19th Century Europ-Amer Music - 2 cr. (Bartig)
   - Graduate students must enroll for correlating MUS 892a (sec. 003) - 1 cr.
MUS 430*: Music of the Caribbean - 2 cr. (Largey)
   - Graduate students must enroll for correlating MUS 892a (sec. 010) - 1 cr.

MUS 810*: Graduate Jazz History - 3 cr. (Prouty)

MUS 892a-004: Music and Politics in the 20th Century - 3 cr. (Bartig)
MUS 892a-007: Vocal and Instrumental Repertoires of the 16th Century - 3 cr. (Long)
MUS 892a-011: Ives, Gershwin, and Copland - 3 cr (Prouty)

MUS 935: Seminar in 18th Century Music: Music and Violence - 3 cr. (Ray)
Doctoral Students

1. **You may only count courses at the 800- or 900-level to meet your music history requirement.**
2. If you are a DMA in Performance, you must take 6 credits at the 800- or 900-level.
3. **Courses at the 400-level course (2 cr) along with the MUS 892a Graduate Seminar (1 cr) for a total of 3 crs, can count as Electives.** Please see course information listed above.
4. The following piano or vocal literature courses will **not** count toward the required coursework in music history but may count as Electives: MUS 413, 414, 415, 416, 417.
5. MUS 830 does **not** count toward the 6 credits of required coursework in music history.

The following courses may be taken by doctoral students to fulfill MUSIC HISTORY requirements:

**FALL 2013**
- MUS 892a-006: Music and Nationalism in the Long 19\textsuperscript{th} Century - 3 cr. (Bartig)
- MUS 892a-007: Motet and Chanson - 3 cr. (Long)

**SPRING 2014**
- MUS 810*: Graduate Jazz History - 3 cr. (Prouty)
- MUS 892a-004: Music and Politics in the 20\textsuperscript{th} Century - 3 cr. (Bartig)
- MUS 892a-007: Vocal and Instrumental Repertoires of the 16\textsuperscript{th} Century - 3 cr. (Long)
- MUS 892a-011: Ives, Gershwin, and Copland - 3 cr (Prouty)
- MUS 935: Seminar in 18\textsuperscript{th} Century Music: Music and Violence - 3 cr. (Ray)
ELECTIVE COURSE OPTIONS

Any of the following courses may be taken to fulfill the “elective” requirement of the Master of Music, Master of Arts, or Doctor of Musical Arts degrees. Please note that some of these courses may require pre-requisites that you must meet in order to enroll, require permission of instructor, and/or require an override from the Graduate Studies Office.

1. MUS 896-899 or MUS 996-999 credits will not count as elective credits.
2. Lesson credits in your major instrument (85x) will not count as elective credits.
3. Courses that are available to students to use as Elective courses are listed below. The Schedule of Courses (www.schedule.msu.edu) includes additional details, the number of credits and the semester(s) they are offered.

4. * This course can count as Musicology or Elective, but cannot be counted as both.
 ** This course can count as Music Theory or Elective, but cannot be counted as both.

MUS 409 American Music *
MUS 410 Jazz History *
MUS 415 Art Song Literature (Lit): German
MUS 416 Art Song Lit: French, Spanish, and Italian
MUS 417 Art Song Lit: British and American
MUS 418 Opera and Oratorio Arias
MUS 420 18th C European Music Lit *
MUS 421 19th C Euro-American Music Lit *
MUS 422 20th Century European & Amer Music Lit *
MUS 423 History of Opera *
MUS 424 Music, Gender and Sexuality *
MUS 425 Music of South Asia & Diaspora *
MUS 426 Music of Africa *
MUS 429 Music of East Asia *
MUS 430 Music of the Caribbean *
MUS 435 Opera Theatre
MUS 436 Popular Music of Black America *
MUS 440 Electronic and Computer Music Lit
MUS 443 Anthropology of Music
MUS 448 Advanced Keyboard Methods and Lit I
MUS 449 Advanced Keyboard Methods and Lit II
MUS 462 Suzuki Methods and Materials
MUS 465 Music in Early Childhood
MUS 467 Elementary General Music Methods
MUS 476 Music Psychology
MUS 480 Counterpoint **
MUS 484 Instr & Basic Orchestration **
MUS 491 Special Topics in Music
MUS 491 Your Music Business

MUS 810 Jazz Studies (Prof. Permission Req) *
MUS 832 Seminar in Ethnomusicology *
MUS 835 Medieval Music *
MUS 836 Renaissance Music *
MUS 837 17th C Music *
MUS 841 Opera Score Reductions
MUS 842 Vocal Coaching Techniques
MUS 844 Secondary or Specialist Emphasis: Piano
MUS 845 Secondary or Special Emphasis: Voice
MUS 846 Secondary or Specialist Emphasis: String
MUS 847 Secondary or Specialist Emphasis: Brass
MUS 848 Secondary or Specialist Emphasis: Wdwnd

MUS 850J Jazz Piano
MUS 851J Jazz Voice
MUS 852J Jazz Strings
MUS 853J Jazz Woodwinds
MUS 854J Jazz Brass
MUS 855J Jazz Percussion
MUS 856 Chamber Music
MUS 858A Sem. in Wind Cond. (Prof. Permission Req)
MUS 858B Sem. in Orchestral Cond. (Prof. Permission Req)
MUS 858C Sem. in Choral Cond. (Prof. Permission Req)
MUS 860 Sem. in Hist & Philosophy of Music Educ
MUS 861 Sem. in Psychology of Music Education
MUS 864 Research in Music Educ & Music Therapy
MUS 870 Contrapuntal Techniques I **
MUS 871 Contrapuntal Techniques II **
MUS 872 Tonal Forms **
MUS 873 Early 20th Century Techniques **
MUS 874 Schenkerian Analysis **
MUS 875 Analysis of Musical Scores **
MUS 877 Scoring for Orchestra & Band **
MUS 878 Advanced Scoring for Orchestra & Band **
MUS 879 Tonal Literature & Analysis **
MUS 880 Composition
MUS 881 Sem. in Composition
MUS 882 Composition with Computers
MUS 883 Advanced Computer Music Projects
MUS 890 MASTER's Independent Study
MUS 892a Sem. in Mus Hist (3 credits only) *

MUS 935: Sem. in 18th-c. Music *
MUS 936: Sem. in 19th-c. Music *
MUS 937: Sem. in 20th-c. Music *
MUS 970 Pedagogy of Theory I **
MUS 971 Pedagogy of Theory II **
MUS 976 Performance and Analysis **
MUS 977 Advanced Schenkerian Analysis **
MUS 978 Sem. in 20th & 21th C. Mus Theory & Anly **
MUS 990 DOCTORAL Independent Study
**MUS 830 (Research Methods and Materials Music) Waiver**

Students who took an equivalent course while pursuing an advanced degree at another college or university, can provide a copy of their class syllabus (proving equivalent coursework/materials) and a copy of their transcript (with a grade of 3.0 or higher) to the Musicology Area Chair (Dr. Kenneth Prouty proutyk@msu.edu).

If approved, the Area Chair will e-mail the student and the Graduate Studies Office who will place a copy of that note in the student file. If denied, the student must complete MUS 830 or take the course at another college or university while attending MSU.

**Independent Study Coursework**

Independent Study is planned, highly individualized study, not addressable through any other course and should relate to a subject for which the student has adequate preparation. It is to be proposed, in detail, using a standard form found at: [http://www.reg.msu.edu/read/pdf/indestudyapp.pdf](http://www.reg.msu.edu/read/pdf/indestudyapp.pdf).

It is to be directed by a faculty member with whom there is consistent contact and consultation throughout the study. Forms must be signed by both the student and the faculty member when turned into the Graduate Studies Office, for approval by the Associate Dean for Graduate Studies.

Approval should be obtained at the beginning of the semester and before the student is enrolled for or attending the course. The Master’s level course number is MUS 890 and the Doctoral level course number is MUS 990. Students cannot exceed 8 credit hours of independent study credit in a single academic semester.

The Graduate Studies Office will do the enrollment for you.

**DF – Deferred / I-Incomplete Grades**

For specific, detailed language see: [https://www.msu.edu/~ombud/grade-codes.html](https://www.msu.edu/~ombud/grade-codes.html)

**DF-Deferred**

A DF-Deferred grade is reserved for graduate students who are passing a course but for acceptable reasons cannot complete the course during the regularly scheduled course period. Students who receive a DF-Deferred grade must complete the course work, and instructors must report the grade, within six months (190 calendar days) after the last class day of that semester. Students may request a six-month extension of this deadline. Faculty must then contact the Registrar’s office to request an extension.

If a student fails to complete the required work by the deadline, the DF-Deferred grade will be changed to DF/U-Unfinished. To receive credit in the course, the student must reenroll in the course. This policy does not apply to thesis or dissertation courses.

**I-Incomplete**

To qualify for an I-Incomplete, a student must:

1. have completed 12 weeks of the semester but cannot complete the semester and/or take the final exam for a compelling reason;
2. be passing the course; and
3. in the instructor's opinion, be able to complete the course without repeating the course.

Instructors who issue an I-Incomplete must file an Agreement for Completion of I-Incomplete form, detailing the required course work. The deadline for removing the I-Incomplete and reporting the student's grade is the middle of the student's next semester on campus.

Students who fail to meet their deadline will automatically receive a failing grade in the course. Both the I-Incomplete and DF-Deferred grades remain on a student's transcript, even after the grade is reported. If your instructor gives you either of these grades for reasons other than the criteria cited above, you may request that the grade marker be removed.
### BLANK Degree Worksheet - by Semester (for 2-3 years)

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Other Notes:

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1-2 YEARS PRIOR TO THE DEFENSE
It is to your advantage (though certainly not required) to develop some general ideas about your lecture-recital/document topic early in your DMA studies. Prior to registering for your third semester of study you are required to schedule a meeting with your guidance committee to determine your specific curriculum (Guidance Committee Report). http://music.msu.edu/assets/21)_TimelineforLec-RecDoc.pdf

During that meeting it is helpful to discuss possible topics so that your required coursework can provide “support” for those topics. It is particularly helpful to have some ideas about possible topics prior to taking MUS 830, because you will actually research and write a proposal during this class.

The major professor, as chair of guidance committee, has primary responsibility to oversee work on the lecture-recitals and scholarly paper. History and theory representatives also play an active role in the development of the proposal and in shaping the focus and content of the lecture-recital. Overseeing the supporting scholarly paper is the responsibility of the major professor, who will determine its scope and content.

As you formulate a topic, you should discuss it with your major professor and with members of your guidance committee to garner their support and gain their insights AND to see if there are strenuous objections to it.

9-12 MONTHS PRIOR TO DEFENSE
Once the members of your guidance committee have agreed to the topic, you should commence work on the proposal itself. In consultation with your major professor, you should determine one person on your committee who will advise you in writing the proposal. This can be your major professor or the music history or music theory representative on your guidance committee. (This is not something the history or theory faculty are required to do automatically. You should consult with your major professor and then, if appropriate, speak to the history or theory faculty member in person, not via email.) It is also most appropriate to seek guidance from other committee members at this point, but you should avoid having multiple advisors, each of whom is looking at drafts of your proposal. A helpful guide to writing the proposal can be found at http://music.msu.edu/information-for-students/doctoral-degrees-forms

It will likely be necessary for you to produce several (3-5) drafts of your proposal before it is ready to be sent to the full guidance committee. When you submit a draft of your proposal to your advisor, you should anticipate at least a two-week “turn-around time.” Particularly after the mid-point of spring semester, your advisor may inform you that it will take significantly longer to return the proposal. It is your responsibility to build this turn-around time into your timetable.

7-8 MONTHS PRIOR TO DEFENSE
Once your proposal advisor has determined that the proposal is ready to be sent to the committee, you should seek the “OK” of your major professor if s/he is not acting as the advisor. You should then email the final version of the proposal to all committee members and request their approval. This email should contain a brief reminder about when you hope to defend your lecture-recital and document. Copy this email to musgrad@msu.edu and ask each committee member to REPLY ALL and either approve the proposal as is or provide suggestions for improvement. You should also complete a paper copy of the Proposal Acceptance Form and turn it in to the Graduate Office, #207 MPB. (http://music.msu.edu/information-for-students/doctoral-degrees-forms)

You do NOT need to obtain signatures from the committee; their email approval is sufficient. Again, you should anticipate at least a two-week “turn-around time.” Remember that it is possible that one or more members of your committee will require you to make changes and this could add as much as a month, so be sure to build this into your timetable.
6-7 MONTHS PRIOR TO DEFENSE
The guidance committee must approve the proposal at least six months in advance of the defense, but you should seek to gain the approval of all committee members well in advance of that deadline.

Discuss with your advisor, how s/he would like to handle the various drafts of the document. Do they want to read each chapter as it is completed? Do they want to wait until the entire document is finished? Etc. You should anticipate at least a 2-3 week “turn-around time” with each submission, more if it is a particularly busy time of the year for your advisor. It is likely that your document will need to undergo several revisions before it is ready to be sent to the entire committee. Build each of these factors into your planning. It is generally not a good idea to share drafts of your document with committee members other than your advisor. This can sometimes lead to confusion.

1 MONTH PRIOR TO DEFENSE
Once your advisor has approved the final draft of your document, you should submit it to all guidance committee members. This must be done no later than one month prior to your defense.

At the same time, you should schedule a defense. (It might be a good idea to begin scheduling the defense in advance of submitting your document to the committee, particularly if you are defending during the last part of spring semester.) This is your responsibility. Plan on 90 minutes for a lecture-recital/document defense. You should consider your own schedule and room availability in the College to determine a large number of potential times for your defense. Then send an email to the committee asking for their availability during those times. You must understand that faculty have complicated schedules and that successfully scheduling your defense may take a number of emails back and forth. Once all have agreed on a date and time, you should send a confirmation email to each committee member.

1 WEEK PRIOR TO DEFENSE
You should send each committee member an email reminder with date, time, and location of the defense. You might also send them a second reminder one or two days prior to the defense.

THE DEFENSE
The format of the defense begins with a presentation to the guidance committee of the lecture-recital itself. The student should communicate meaningfully about the music to the audience by both speaking and playing. The student may speak from an outline, note cards, or Powerpoint (strongly encouraged) but should not read the lecture. The musical performance need not be memorized. The lecture-recital should be approximately 60 minutes in length, more or less evenly divided between the lecture and the music. The musical performance may follow the lecture or may be interspersed throughout. The student must be prepared to perform all of the music, but may, at the discretion of the committee, be asked to perform only representative excerpts. Following the lecture-recital presentation the committee will likely have questions and suggestions both about the content and the presentation. They will likely also have comments and suggestions about the document. The student should be prepared to respond to questions in a coherent, thoughtful, and organized manner.

The student should bring a paper copy of the Record of Lecture-Recital Performance form (available at http://music.msu.edu/information-for-students/doctoral-degrees-forms or outside Rm 207 MPB) to the defense. It is the responsibility of the chair of the guidance committee (the major professor) to return the signed form to the Graduate Office.

AFTER THE DEFENSE
If the lecture-recital is approved at the defense, the student may then proceed to the public performance of the lecture-recital. This may be done on or off campus; members of the guidance committee are not required to attend. As with other degree recitals, the front office will produce a program. The student is responsible for ensuring that an audio (or video) recording of the performance is made, either by MSU Recording Services or another provider. If a recording is not made by Recording Services, the student is responsible providing the Graduate Office with the recording. If the lecture-recital is not approved at the defense, the chair of the committee will instruct the student as to next steps.
At the defense, the committee will either approve the document as is, approve the document subject to changes to be made and approved by the advisor, or ask to see a revised copy of the document. Consult with your advisor after the defense as to the status of your document.

Once the document has been approved by all committee members, you must turn in one **bound** copy of the final version to the College of Music Graduate Office. You do NOT turn in a copy to the Graduate School. As a courtesy, you should also turn in a copy to your advisor and any other committee member who requests a copy.

**Chart for Timeline/Process of lecture-recital and document**

*Student: Print this page and use it to help prepare for your successful defense.*

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
<th>Notes</th>
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<tr>
<td>1-2 years before the defense</td>
<td>Develop ideas for a topic</td>
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<td>4.</td>
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<td>9-12 months before the defense</td>
<td>Work on the proposal with advisor</td>
<td>1. Draft 1 submitted _________________</td>
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<td>2. Draft 2 submitted _________________</td>
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<td>4. Draft 4 submitted _________________</td>
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<td>6-7 months before the defense</td>
<td>Send proposal to all committee members</td>
<td>Who on committee has approved:</td>
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<td>Work on document with advisor. Submit multiple drafts</td>
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<td>1 month before the defense</td>
<td>With approval of your advisor, submit final copy to your committee and schedule defense</td>
<td>Date e-mail reminder sent: _____________</td>
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<td>1 week before the defense</td>
<td>Send reminder note to committee</td>
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<td>Date of L-R: _____</td>
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<td>Date of submission of document: _____</td>
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<td>After the defense</td>
<td>Complete lecture-recital. Complete any changes in document required by your committee and submit a copy to Graduate Office.</td>
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Timeline/Process for Two Lecture-Recital Option
for DMA Students

1-2 YEARS PRIOR TO THE DEFENSE
It is to your advantage (though certainly not required) to develop some general ideas about your lecture-recital topic(s) early in your DMA studies. Prior to registering for your third semester of study you are required to schedule a meeting with your guidance committee to determine your specific curriculum (Guidance Committee Report). http://music.msu.edu/information-for-students/doctoral-degrees-forms

During that meeting it is helpful to discuss possible topics so that your required coursework can provide “support” for those topics. It is particularly helpful to have some ideas about possible topics prior to taking MUS 830, because you will actually research and write a proposal during this class.

The major professor, as chair of guidance committee, has primary responsibility to oversee work on the lecture-recitals. History and theory representatives also play an active role in the development of the proposal and in shaping the focus and content of the lecture-recital.

As you formulate a topic, you should discuss it with your major professor and with members of your guidance committee to garner their support and gain their insights AND to see if there are strenuous objections to it.

The following timeline refers to only one lecture-recital. It is possible (and strongly encouraged) to work simultaneously on both lecture-recitals. Each lecture-recital requires a separate proposal, and you will need to apply this timeline to each of them.

6-9 MONTHS PRIOR TO DEFENSE
Once the members of your guidance committee have agreed to the topic, you should commence work on the proposal itself. In consultation with your major professor, you should determine one person on your committee who will advise you in writing the proposal. This can be your major professor or the music history or music theory representative on your guidance committee. (This is not something the history or theory faculty are required to do automatically. You should consult with your major professor and then, if appropriate, speak to the history or theory faculty member in person, not via email.) It is also most appropriate to seek guidance from other committee members at this point, but you should avoid having multiple advisors, each of whom is looking at drafts of your proposal. A helpful guide to writing the proposal can be found at http://music.msu.edu/assets/2019-Timelinefor2Lec-Rec.pdf.

It will likely be necessary for you to produce several (3-5) drafts of your proposal before it is ready to be sent to the full guidance committee. When you submit a draft of your proposal to your advisor, you should anticipate at least a two-week “turn around time.” Particularly after the mid-point of spring semester, your advisor may inform you that it will take significantly longer to return the proposal. It is your responsibility to build this into your timetable.

3-4 MONTHS PRIOR TO DEFENSE
Once your proposal advisor has determined that the proposal is ready to be sent to the committee, you should seek the “OK” of your major professor if s/he is not acting as the advisor. You should then email the final version of the proposal to all committee members and request their approval. This email should contain a brief reminder about when you hope to defend your lecture-recital. Copy this email to musgrad@msu.edu and ask each committee member to REPLY ALL and either approve the proposal as is or provide suggestions for improvement. You should also complete a paper copy of the Proposal Acceptance Form and turn it in to the Graduate Office, #207 MPB. (http://music.msu.edu/information-for-students/doctoral-degrees-forms)

You do NOT need to obtain signatures from the committee; their email approval is sufficient. Again, you should anticipate at least a two-week “turn around time.” Remember that it is possible that one or more members of your committee will require you to make changes, so be sure to build this into your timetable.
1-2 MONTHS PRIOR TO DEFENSE
The guidance committee must approve the proposal at least one month in advance of the defense. Once the committee has approved the proposal, you should schedule a defense. This is your responsibility. Plan on 75 minutes for a lecture-recital defense. You should consider your own schedule and room availability in the College to determine a large number of potential times for your defense. Then send an email to the committee asking for their availability during those times. You must understand that faculty have complicated schedules and that scheduling your defense may take a number of emails back and forth. Once all have agreed on a date and time, you should send a confirmation email to each committee member.

1 WEEK PRIOR TO DEFENSE
You should send each committee member an email reminder with date, time, and location of the defense. This email should include a copy of the approved proposal to remind them of its content. You might also send them a reminder one or two days prior to the defense.

THE DEFENSE
The format of the defense begins with a presentation to the guidance committee of the lecture-recital itself. The student should communicate meaningfully about the music to the audience by both speaking and playing. The student may speak from an outline, note cards, or Powerpoint (strongly encouraged) but should not read the lecture. The musical performance need not be memorized. The lecture-recital should be approximately 60 minutes in length, more or less evenly divided between the lecture and the music. The musical performance may follow the lecture or may be interspersed throughout. The student must be prepared to perform all of the music, but may, at the discretion of the committee, be asked to perform only representative excerpts. Following the lecture-recital presentation the committee will likely have questions and suggestions both about the content and the presentation. The student should be prepared to respond to questions in a coherent, thoughtful, and organized manner.

The student should bring a paper copy of the Record of Lecture-Recital Performance form (available at http://music.msu.edu/information-for-students/doctoral-degrees-forms or outside Rm 207 MPB) to the defense. It is the responsibility of the chair of the guidance committee (the major professor) to return the sign form to the Graduate Office.

AFTER THE DEFENSE If the lecture-recital is approved at the defense, the student may then proceed to the public performance of the lecture-recital. This may be done on or off campus; members of the guidance committee are not required to attend. As with other degree recitals, the front office will produce a program. The student is responsible for ensuring that an audio (or video) recording of the performance is made, either by MSU Recording Services or another provider. If a recording is not made by Recording Services, the student is responsible providing the Graduate Office with the recording. If the lecture-recital is not approved at the defense, the chair of the committee will instruct the student as to next steps.
# Timeline for Two Lecture-Recitals

Student: Print this page and use it to help prepare for your successful defense.

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Develop ideas for a topic | 1-2 years before the defense | 1.  
2.  
3.  
4. |
| Work on the proposal with advisor | 6-9 months before the defense | 1. Draft 1 submitted ____________________ 
2. Draft 2 submitted ____________________ 
3. Draft 3 submitted ____________________ 
4. Draft 4 submitted ____________________ |
| Send proposal to all committee members | 3-4 months before the defense | Who on committee has approved: 
1. (Chair) 
2. ____________________ 
3. ____________________ 
4. ____________________ |
| With approval of the committee, schedule defense | 1-2 months before the defense | TENTATIVE: 
Date: 
Time: 
Location: |
| Send reminder note to committee | 1 week before the defense | Date e-mail reminder sent: ________________ |
| | Defense | Date: 
Time: 
Location: |
| | Complete lecture-recital(s) | After the defense | Date of L-R #1: _____ 
Date of L-R #2: _____ |
VI. FUNDING OPTIONS

1. MSU Financial Aid
   http://www.finaid.msu.edu/default.asp

Financial aid regulations prohibit a school from allowing students to use financial aid intended for one semester to pay for school charges from a prior semester.

Students CANNOT use FUTURE aid to pay past due bills UNLESS the total amount you owe MSU from the prior semester(s) is $200 or less. Students CANNOT take out an MSU Short Term Loan to pay a bill you have a hold for because of the past due bill. There are no exceptions or appeals.

** In August 2011 the U.S. Congress worked on a deal related to the debt ceiling for the U.S.A. This bill effected all U.S. Resident and Permanent Resident students who received loans for their education. Please visit the following website for details on this deal.  http://grad.msu.edu/news/news.aspx?id=82

Students receiving federal Title IV financial aid are required to meet several standards to demonstrate they are making academic progress. The Office of Financial Aid (OFA) must monitor Satisfactory Academic Progress (SAP) for all financial aid recipients. The SAP Policy as described below went into effect May 2010.  http://www.finaid.msu.edu/sap.asp

Types of monitoring:

Time Limit

Students in graduate programs may not receive financial aid if they have exceeded the time limits published in ‘Academic Programs’ for master’s, doctoral, or professional programs, respectively. http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s403

- If you are attempting a master’s degree and reach the five (5) year eligibility limit, you would be denied further aid until a master’s degree has been deferred, at which time you would regain eligibility for a second master’s, doctoral or professional degree.
- If you are attempting a doctoral degree and reach the eight (8) year eligibility limit, you would be denied further aid until a doctoral degree has been deferred, at which time you would regain eligibility for a second master’s, doctoral or professional degree.

Completion Rate

Students must complete 67% of the courses they attempt each semester. See the Definitions of Terms section of ‘Academic Programs’ for an explanation of Attempted Credits. http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111#s403

- Students who fail to complete 67% of their attempted courses in a semester will be placed on probation for one (1) semester. Failure to complete 67% in the next enrolled semester will result in aid denial until the completion rate is brought above 67%. Semesters of non-attendance are not counted in this calculation. Dropped courses are counted as courses the student has failed to complete.

Excessive Withdrawals

Students may not withdraw more than 3 semesters during their attendance and still retain their federal or MSU financial aid. Students who have withdrawn three times will be warned. A fourth withdrawal will result in denial of further aid.

GPA Requirements

Students must have a cumulative grade point average (GPA) sufficient to meet University graduation requirements. Graduate students must have a minimum GPA of 3.00.

- Students with a cumulative GPA below 3.0 will be placed on probation. If the cumulative GPA is still below 3.0 at the end of the next term of enrollment, the student is denied financial aid until he or she regains the required cumulative GPA.
Appeal process:  
Students who have faced extraordinary circumstances may appeal the denial of financial aid. Documentation of circumstances is required and students are cautioned that appeals are not routinely approved. Contact OFA for a Satisfactory Academic Progress Appeal Application.

Continuing at MSU after aid is denied:  
Unless academically dismissed by MSU, students denied financial aid generally may continue attending using private aid sources or by funding their education themselves.

2. College of Music Scholarships  
Scholarships are awarded upon recommendation of the faculty in recognition of musical ability and merit. These awards are made by the College of Music and are separate from awards made by the University based on financial need. Students receiving music scholarships are expected to carry a full academic course load and perform in a major ensemble each term, make normal progress toward their degrees, and fulfill other requirements as listed on the scholarship contract. Scholarships may be renewed upon recommendation of the faculty.

Your scholarship will be listed and deducted from your bill at the time of billing. If your scholarship award is not listed on your bill, you should check with the Admissions Director, Ben Ebener, in Room 251 Music Building.

3. Graduate Student Travel Funding Criteria  
Funds are available for graduate students to travel to present their “research” at professional venues. This includes researchers whose papers have been selected for presentation at a conference through a peer-review process, composers whose works have been selected through a peer-review process for performance at a convention, festival, or other prestigious venue, or performers or conductors who have been selected through a peer-review process to appear in a competition, convention, festival, or other prestigious venue. These funds are not available to support thesis/dissertation research projects or course work, nor are they available to attend academic conferences. This funding is only for graduate students pursuing a degree program. Requests for funding to travel to international meetings will be considered jointly by The Graduate School and the Office of International Studies and Programs (ISP). You need to submit only one form for consideration by both offices.

The application and directions for applying can be found outside of the College of Music Graduate Office or at: http://grad.msu.edu/forms/docs/studenttravel.pdf. Applications will be accepted at any time during the fiscal year (July 1-June 30) or until designated funds are exhausted. Students must enrolled to receive funding. **Students must submit detailed uses for this money. Ex: These funds will be used to offset cost of airfare, hotel, food, registration, etc. listing the amount beside that category. Other financial Aid, including student loans, MAY be effected by the receipt of this money.

4. Graduate Student Research Enhancement Award Criteria  
Funds are available to support activities that enhance graduate students’ research projects including travel to participate in workshops, data collection, short courses and master classes. The student must be an active participant in a masterclass or other comparable educational experience. These funds cannot be used to attend workshops with your major professor or to purchase equipment.

Under special circumstances, funding requests to purchase supplies/materials relevant to the student’s research will be considered. Research enhancement funding is only for graduate students enrolled in a degree program.

The application and directions for applying can be found outside of the College of Music Graduate Office or at: http://grad.msu.edu/forms/docs/researchaward.pdf. Applications will be accepted at any time during the fiscal year (July 1-June 30) or until designated funds are exhausted. Students must enrolled to receive funding. **Students must submit detailed uses for this money. Ex: These funds will be used to offset cost of airfare, hotel, food, registration, etc. listing the amount beside that category. Other financial Aid, including student loans, MAY be effected by the receipt of this money.
5. **College of Music Dissertation Completion Fellowship**
   [http://music.msu.edu/information-for-students/graduate-student-funding](http://music.msu.edu/information-for-students/graduate-student-funding)

**Award:**
- $6,000 stipend

**Awardees:**
- must be a doctoral student in the final stages of writing a dissertation, document, composition, or preparing a final lecture-recital.
- must register for at least one credit during the semester in which they accept the award
- must demonstrate in the application materials their ability to complete the degree within one (1) calendar year of the application date

**Students with other scholarships or loans must check with the Office of Financial Aid to see if this award will affect their funding. The College of Music will not be responsible for any reductions in aid or penalties related to receipt of this award.**

The application and directions for applying can be found at the College of Music website.

**Application deadlines:**
- For Spring 2014 or Summer 2014: October 28, 2013
- For Summer 2014 or Fall 2014: March 10, 2014

6. **Emergency Funding Fellowship**

The Graduate School has limited funding available for graduate students for unusual or unforeseen emergency expenses. This funding is only for graduate students pursuing a degree program. Please be aware that emergency funds are provided on a one-time only basis. Awards are contingent upon eligibility, endorsements, availability of funds, and, in most cases, cost-sharing by the student's college and department.

The application and directions can be found at [http://grad.msu.edu/fellowships/emergency.aspx](http://grad.msu.edu/fellowships/emergency.aspx).

7. **OTHER MSU Graduate School Funding Options** - [http://grad.msu.edu/funding/](http://grad.msu.edu/funding/)
   - These awards are primarily for incoming students and should NOT be applied for directly by the student.
   - Applications to ALL of the following awards are done in cooperation between your primary professor, the Graduate Studies Office, and the Graduate School.

   **University Distinguished Fellowships**
   - recognizing academic achievement, research goals, demonstrated leadership potential, and contribution to a diverse educational community.

   **University Enrichment Fellowships**
   - recognizing academic achievement, research goals, contribution to a diverse educational community, and a record of overcoming obstacles.

   **Educational Opportunity Fellowship**
   - applicants must demonstrate a need for financial assistance and
   - have a minimum undergraduate federal indebtedness of $16,000, both as determined by the MSU Office of Financial Aid. Exact awards will vary depending on need.

   **AAGA - Academic Achievement Graduate Assistantships**
   The Graduate School's AAGA recruitment program is designed to assist academic units in attracting diverse students who have traditionally not participated in graduate programs in their units. This may include applicants from bilingual households.
VII. INTERNATIONAL STUDENTS

**International Student Admissions**
International students must meet all of the same requirements as U.S. residents. They must also meet specified language proficiency levels - first by the College and then by MSU.

The following websites provide lots of information about the process for International students:
- The Graduate School [http://grad.msu.edu/prospective/](http://grad.msu.edu/prospective/)
- Office of International Students and Scholars (OISS) [http://oiss.isp.msu.edu/](http://oiss.isp.msu.edu/)

**Language Requirements**
College of Music applicants must meet all College and MSU language requirements prior to acceptance. If they have not met those requirements, students must postpone their application and re-apply to the College of Music and MSU. When they have passing TOEFL scores or after attending and passing testing/classes at the English Language Center on MSU’s campus ([http://elc.msu.edu/](http://elc.msu.edu/)), they can be accepted to the College of Music and MSU.

**Office of International Students and Scholars (OISS)**
103 International Center, oiss@msu.edu fax 517-355-4657, phone 517-353-1720
Website [http://oiss.isp.msu.edu/](http://oiss.isp.msu.edu/)

** The OISS office provides new student orientation and other social/cultural programming throughout the year to assist International Students. On their website you can find information and/or website listings on:
- Getting Started
- Immigration Information
- Traveling to MSU
- Immigration Related Information
- Traveling to the US
- Change of Status
- University Housing
- Maintaining Legal Status
- Living at MSU
- Internationalizing Student Life
- Living in American Society
- International Student Groups
- Living in the East Lansing/Lansing Community
- Counseling Center
- Health Care Information (Olin Health Center)
- Community Volunteers for Int’l Programs (CVIP)
- Financial Aid Office
- English Language Center
- Grants and Scholarships for international students
- Volunteer English Tutoring Program (VETP)
- Conversion Tables
- Travel
- American Holidays
- Campus Center
- CATA Bus Information
- Career Services and Placement

**New International Student Orientation**
[http://oiss.isp.msu.edu/events/?y=2013&m=8](http://oiss.isp.msu.edu/events/?y=2013&m=8)

As indicated on the materials you received from the University Admissions Office, you are required to check-in with the Office of International Students and Scholars [OISS], on Monday August 19, 2013. If you arrive prior to that date, please go to Room 103 of the Center for International Studies to check-in. You will receive a packet of information and forms that you must complete to begin your career as a student in our university.

If you have questions about being a new student at MSU, please contact OISS at e-mail oiss@msu.edu fax number 517-355-4657, telephone 517-353-1720 or go to their website [http://oiss.isp.msu.edu/](http://oiss.isp.msu.edu/).
1. Address
Students may NOT use a P.O. Box or an office address. They must use the address that describes their residence. In addition, students are required to notify the DSO (Designated School Official) within 10 days of any change in their name or address. The DSO has 21 days to notify the INS.

2. Reporting Cycle
DSOs are required to report on students within 21 days of the start of a semester. INS is required to audit higher education institutions compliance records every two years. If a school is not complying, they face a one year suspension from admitting any international students.

DSOs are required to report the occurrence of any of the following events:

A. Any student who has failed to maintain status or complete his or her program
B. A change of the student or dependent’s legal name or U.S. address
C. Any student who has graduated early or prior to the program end date listed on the SEVIS I-20 Form
D. Any disciplinary action taken by the school against the student as a result of the student being convicted of a crime
E. Any other notification request made by SEVIS to the DSO with regard to the current status of the student
F. Whether the student has enrolled at the school, dropped below a full course of study without prior authorization by the DSO *, or failed to enroll
G. The current address of each enrolled student
H. The start date of the student’s next semester

3. Reduced Course Load *
A student who drops below a full course of study without the prior approval of the DSO will be considered out of status. Acceptable reasons for students to take a reduced course load include:

- students encountering academic difficulty; for only one semester of a degree program.
- graduate students who have completed their coursework and who are pursuing their thesis or dissertation research
- students in their final term of study and do not need a full course of study to complete degree
- students who have encountered a medical problem; for a maximum of one year.

4. Can a student who has been reported to the INS as out of status regain their legal student status?

- If an international student violated his/her legal immigration status, they may apply to the INS for a reinstatement if the “violation of status resulted from circumstances beyond the student’s control” such as an illness, injury or natural disaster. If the institution was in error in reporting the student as out of status, this would be considered out of the student’s control and they would be eligible to apply to the INS for reinstatement.
- The student may not apply for reinstatement under any circumstances if he/she has been out of status for more than 5 months. [http://www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis)
International Student Testing

SPEAK TEST
International students who are also serving as Graduate Teaching Assistants are required to take the SPEAK test to demonstrate their knowledge of the English language, their ability to understand spoken English and to speak in English. Although MSU still accepts TSE (Test of Spoken English) scores as an alternative to the SPEAK test, the score report must be less than two years old to be considered valid. The spoken section of TOEFL does not substitute for the SPEAK test.

If you are required to take this exam, you must get a Speak Test form from the Graduate Office, Room 207 Music Practice Building, before taking the test. You cannot serve as a Graduate Teaching Assistant if you do not take the SPEAK test or if your score is too low.

International students serving as Graduate Assistants
If you have been offered a Graduate Teaching Assistantship, you are required to attend a university-wide orientation program. It will be held from August 13-16, 2013. Because International Graduate Assistants are required to arrive on campus early, the university will provide lodging and meals for them during the International TA Orientation. Those attending the orientation will receive additional information in the mail from the University’s ITA program. If you have questions, you may ask them by e-mail. Please check out their website: http://tap.msu.edu/ita/itaorientation.aspx.

Full-time Status Reminder
All students who are on F and J visas are required to be enrolled full time by the close of open enrollment of each semester. Full time at MSU is: (cr = credits)

- Masters without assistantship: 9 cr per semester
- Masters with assistantship: 6 cr per semester
- Doctoral without assistantship: 6 cr per semester
- Doctoral with assistantship: 3 cr per semester
- Doctoral students who have passed all required comprehensive exams: 1 credit per semester

Under Enrollment Status Report
http://oiss.isp.msu.edu/students_status.php
If students will not meet the requirement, they must complete this form. One section is completed by the student and one section is completed by the Academic Advisor. The student is responsible for submitting the form to OISS.

PLEASE NOTE: Federal regulations severely limit the student’s ability to under enroll. If they drop below full time without authorization, OISS is required by law to report this and they will be considered out of status.

Students can only use reasons 1 through 4 once per degree; not one time for each reason. Students need to carry at least half of required credits to use reasons 1 through 4 listed below.

1. Initial difficulty with reading requirements (used in first year of study)
2. Initial difficulty with English language (used in first year of study)
3. Unfamiliar with American teaching methods (used in first year of study)
4. Improper course placement (appropriate any time during course of study)

** The students are responsible for their course placement and for making progress toward their degree.

Reasons below can be used even though reasons 1 through 4 might have been used in the past.

1. Last semester exemption (student must graduate this semester)
2. Medical condition that prevents full time study (in addition to the advisor’s signature, student must obtain a note from a medical doctor or a board certified psychologist). This reason has a 2-semester limit.
Semester Off Authorization Form  
http://oiss.isp.msu.edu/students_status.php

OISS is required to report this by law, to report F-1 or J-1 students planning to take a semester off, excluding summer semester. **Students must submit this form to OISS PRIOR to taking fall or spring off.**

** Students must fill out the form completely and thoroughly  
** OISS will not authorize it if they are not complete  
** The student is responsible for dropping any/all enrollments prior to leaving MSU.  
** The student is responsible for continuing to check the MSU e-mail while they are away.

Options:
I am taking a SEMESTER OFF and REMAINING IN THE UNITED STATES

Students must have been full time in the previous summer semester. Full time campus employment and housing may not be available to you. That is up to University Housing.

or

I am taking a SEMESTER OFF and LEAVING THE UNITED STATES

Students need to read the options carefully and mark which is most appropriate.

* If you are absent for more than 5 months, contact OISS 2 months before you return to confirm that your I-20/DS-2019 is valid for reentry or to obtain a new I-20/DS-2019.

Curricular Practical Training (CPT)  
http://music.msu.edu/assets/CPT_form_for_MUS.pdf

Curricular Practical Training (CPT) is temporary employment authorization directly related to an F-1 student’s academic program. CPT is typically done on a part-time (up to 20 hours a week) basis during the school year and on a full-time (over 20 hours a week) during vacation periods. CPT gives students the possibility to work off campus or to work for more than 20 hours a week.

The F-1 student who is in status at the time of application and has been in full-time student status for the 9 months preceding the CPT application is eligible for CPT. Exception: Graduate students whose degree requires immediate participation in an internship may apply at any time. F-1 students on full or part time CPT during the school year **must be registered full time.** Students may not take a reduced course load and then apply for CPT. There are two exceptions to this:

1) when a program requires that all students who are done with course work proceed to an internship semester or year
2) when a student is in his or her last semester before graduation and is getting the balance of credits for the degree.

The student is responsible for submitting the form to OISS.

Students who are finished with program requirements and who are merely delaying graduation to make use of CPT will not be granted CPT.

More Information about CPT:  
**You must have an offer of employment to apply for CPT.**

- Even off campus non-paid internships may require authorization by OISS. The Graduate Advisor first recommends the CPT. It is then authorized by the “Designated School Official” (International Student Advisor) in OISS. Students who have completed their applications and have all materials ready should make an appointment with OISS to have their CPT processed.
- If you change employers while on CPT, you need to file a new CPT application.
- You are authorized for specific dates of employment on your I-20. You may **not** begin before the start date or continue working after the end date. If you expect that you will need to work past your end date, you must reapply for CPT and be approved by OISS. OISS will only authorize CPT for a semester at a time unless you are in a **required** internship program that extends beyond the semester.
Optional Practical Training (OPT)
http://oiss.isp.msu.edu/resource_forms.php

Optional Practical Training (OPT) is practical work experience in your field of study. OPT employment authorization is granted for 12 months typically after completion of a degree. There are no OPT extensions beyond 12 months. Students are eligible if they are in F-1 status and have been enrolled on a full-time basis for at least nine months; and who will be completing a course of study this semester or in the near future; and whose proposed OPT employment will be directly related to their course of study.

A student can apply for an OPT up to 90 days prior to the end of his/her program end date and up to 60 days after his/her program end date. Though it is possible to file the I-765 (OPT) after graduation, we do not recommend doing so as the USCIS processing times vary and you may lose some of your 12-month employment authorization. ** If you plan to spend your last semester outside of the US, you might not be eligible for OPT. Please consult with an OISS advisor. **

All students on OPT are required to report any change of name or address, or any interruption of employment to the OISS at Michigan State University.

More Information about CPT:
- During post-completion OPT, F-1 status is dependent upon employment.
- The employment does NOT have to be paid employment. Therefore, a student who is engaged in “freelance” employment (including performance majors with regular “gigs”), interning, or volunteering in a position directly related to the academic field would be considered “employed” for the purposes of OPT employment.
- Students may not accrue an aggregate of more than 90 days of unemployment during any post-completion OPT.
- Employment authorization will begin on the date requested or the date the employment authorization is adjudicated (approved), whichever is later.
- Students must comply with the employment reporting requirements.

The student is responsible for submitting the form to OISS.

CHANGE OF STATUS - SPOUSE TO STUDENT (J-2 to F-1)
http://oiss.isp.msu.edu/resource_forms.php

- To change status in the U.S. from a spouse, J-2, to a student, F-1, student needs to be officially accepted to a full-time academic program at a school which can issue you an I-20 or DS-2019. ** Student must be in the U.S. and cannot leave the U.S. while change of status is pending or you abandon the application.
- If you are subject to the two-year home residency requirement, a change of status cannot be requested in the U.S. If you are not sure if you are subject, please contact the Office for International Students and Scholars.
- Student(s) must follow the direction listed on the form. They then contact OISS who will help to make sure they have all of the materials. They should not forward the application without all of the appropriate paperwork included!
VIII. STUDENT CONDUCT AND CONFLICT RESOLUTION

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The College of Music expects that students will honor these principles and, in so doing, protect the validity of the educational process and the academic integrity of the University. Therefore, no student shall:

- claim or submit the academic or creative work of another as one’s own.
- procure, provide, accept, or use any materials containing questions or answers to any examination or assignment without proper authorization.
- complete or attempt to complete any assignment or examination for another individual without proper authorization.
- allow any examination or assignment to be completed for oneself, in part or in total, by another without proper authorization.
- alter, tamper with, appropriate, destroy or otherwise interfere with the research, resources, or other academic work of another person.
- fabricate or falsify data or results.

INTEGRITY OF SCHOLARSHIP AND GRADES

https://www.msu.edu/unit/ombud/academic-integrity/index.html#integrity

The following statement of University policy addresses principles and procedures to be used in instances of academic dishonesty, violations of professional standards, and falsification of academic or admission records, herein after referred to as academic misconduct. [See General Student Regulation 1.00, Protection of Scholarship and Grades and Graduate Students Rights and Responsibilities(GSRR) [ http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities]].

1. The principles of truth and honesty are recognized as fundamental to a community of scholars. The University expects both instructors and students to honor these principles and, in so doing, to protect the validity of University education and grades. Practices that maintain the integrity of scholarship and grades include providing accurate information for academic and admission records, adherence to unit-approved professional standards and honor codes, and completion of original academic work by the student to whom it is assigned, without unauthorized aid of any kind. To encourage adherence to the principles of truth and honesty, instructors should exercise care in planning and supervising academic work.

2. If an instructor alleges a student has committed an act of academic misconduct, the instructor is responsible for taking appropriate action. Depending on the instructor’s judgment of a specific instance, the instructor may give the student a penalty grade. A penalty grade may be a reduced score or grade for the assignment or a reduced grade for the course. [For a definition of “penalty grade”, see Academic Freedom Report (AFR) 8.1.15 and Graduate Students Rights and Responsibilities (GSRR) 8.1.15.]

3. When an instructor gives an undergraduate or graduate student a penalty grade for academic misconduct, the instructor must provide a written description of the details of the academic misconduct to the student and to the student’s academic dean. The student’s academic dean will add the written description to the student’s academic record, where it will remain, unless the student successfully grieves the allegation.

4. In notifying the student’s academic dean of the student’s act of academic misconduct, the instructor may request the student’s academic dean to initiate an academic disciplinary hearing to impose sanctions in addition to, or other than, a penalty grade.

5. When in the judgment of the student’s academic dean, a sanction in addition to, or other than, a penalty grade is warranted (e.g., dismissal from a unit or program), the dean may call for an academic disciplinary hearing. In calling for an academic disciplinary hearing, the student’s academic dean may act independently or in response to a request by the instructor. [See AFR 4.3.1.1, GSRR 5.5.2, and Medical Student Rights and Responsibilities (MSRR) 5.1.3.1.]

6. A student accused of academic misconduct may request an academic grievance hearing to contest the allegation before the appropriate hearing board of the department, school, or college in which the alleged academic dishonesty occurred. In cases involving academic misconduct, no student may be dismissed from a course or program of study without an academic disciplinary hearing.

7. On the first offense of academic misconduct, the student must attend an educational program on academic integrity and academic misconduct provided by the Associate Provost for Undergraduate Education and Dean of Undergraduate Studies for undergraduate students and the Dean of The Graduate School for graduate students.

8. In cases involving undergraduate students in which the student’s academic dean, or designee, calls for an academic disciplinary hearing, the student’s academic dean will refer the case to the Associate Provost for Undergraduate Education. The Associate Provost will notify the student in writing of the call for a disciplinary hearing and will invite the student to a meeting to determine the appropriate judiciary for the hearing. [See AFR 4.3.1.1.]

9. In cases involving graduate students in which the student’s academic dean, or designee, calls for an academic disciplinary hearing, the student’s academic dean will refer the case to the Dean of The Graduate School. The Dean of The Graduate School will notify the student in writing of the call for a disciplinary hearing and will invite the student to a meeting to determine the appropriate judiciary for the hearing. At this meeting, the student will be asked to select either an administrative disciplinary hearing conducted by the Dean of The Graduate School or a disciplinary hearing conducted by the college hearing board within the student’s college. In cases of ambiguous jurisdiction involving graduate students, the Dean of The Graduate School will select the appropriate judiciary. [See GSRR 5.5.2.]
10. Either party may appeal a decision of an administrative disciplinary hearing or a disciplinary hearing board to the appropriate appellate board. [See AFR 2.4.7.1, GSRR 5.5.2.1, and MSRR 5.8.1.]
Approved by Academic Council 2/24/09

**GRIEVANCE IN THE COLLEGE OF MUSIC**
The “Academic Freedom for Students at Michigan State University” (AFR) and the “Graduate Student Rights and Responsibilities at Michigan State University” (GSRR) documents establish the rights and responsibilities of MSU students and prescribe procedures for resolving allegations of violations of those rights through formal grievances. In accordance with the AFR and the GSRR, the College of Music has established the following procedures for adjudicating student academic grievances. These grievance procedures also can be used to resolve disputes regarding allegations of academic dishonesty and violations of professional standards.
(See AFR 2.4.2, 2.4.4.1, 2.4.4.2, 2.4.6, 2.4.6.2, 2.4.8 and 2.4.9; GSRR 5.1.1, 5.1.2 5.1.3 5.3.2, 5.3.5, 5.4.1, and 5.5.2.)

Students may not request a grievance hearing to grieve dissatisfaction with the competence of instruction. (See AFR and GSRR 2.2.1 and 2.2.2.)

A student who believes an instructor, including a graduate teaching assistant, has violated her or his academic rights should first attempt to resolve the dispute in an informal discussion with the instructor.
(See AFR 2.4.2; GSRR 5.3.1 and 5.3.2.)

Students may not seek redress through a grievance hearing regarding alleged incompetence of instruction. (See AFR 2.2.1 and 2.2.2; GSRR 2.2.1 and 2.2.2.)

If the dispute remains unresolved after discussion with the instructor, the student should consult the Chair of his/her respective applied or academic area in which the dispute occurred, the appropriate Associate Dean of the College of Music (graduate or undergraduate), and/or the University Ombudsman for assistance.
(See AFR 2.4.2; GSRR 5.3.2.)

**MICHIGAN STATE UNIVERSITY - SEXUAL HARASSMENT POLICY**
http://www.inclusion.msu.edu/Equity/SexualHarassmentAssault.html
Michigan State University is committed to maintaining a learning and working environment for all students, faculty, and staff that is fair, humane, and responsible — an environment that supports career and educational advancement on the basis of job and academic performance. Sexual harassment subverts the mission of the University and offends the integrity of the University community. It is reprehensible and is not tolerated at Michigan State University.

Sexual harassment is a form of unlawful gender (sex) discrimination. It may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex. Sexual harassment is made unlawful by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Michigan’s Elliott-Larsen Civil Rights Act. The University and the law also prohibit retaliation against persons who complain about alleged sexual harassment or who cooperate in an investigation of reported sexual harassment. This Policy applies to all members of the University community — faculty, staff, and students.

**PROHIBITION**
Members of the University community shall not engage in sexual harassment. Persons who do so are subject to disciplinary action, up to and including discharge for employees and suspension for students.

**DEFINITION**
What is Sexual Harassment?
“Sexual harassment” means unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature when:
- submission to such behavior is made, explicitly or implicitly, a term or condition of an individual's employment or status in a course, program, or activity; or
- submission to or rejection of such behavior is used as a basis for a decision affecting an individual's employment or participation in a course, program, or activity; or such behavior is so severe, persistent, or pervasive that a reasonable person would find that it alters the terms or conditions of a person’s employment or educational experience, or unreasonably interferes with an individual’s work or performance in a course, program, or activity, thus creating a hostile or abusive working or educational environment. Sexual harassment involves unwanted sexual attention. However, a person’s subjective belief that behavior is offensive does not make that behavior sexual harassment. The behavior must also be objectively unreasonable.

The determination as to whether behavior is sexual harassment must take account of the totality of the circumstances, including the nature of the behavior and the context in which it occurred. Sexually harassing conduct often involves a pattern of offensive behavior. However, a single instance of assaultive, physically threatening, or otherwise abusive behavior may constitute sexual harassment.

**Examples of Sexual Harassment:**
Many kinds of behavior may fit within the preceding definition of sexual harassment. The following list is not exhaustive.
- sexual assault
• threats or insinuations which lead the victim reasonably to believe that granting or denying sexual favors will affect her or his reputation, education, employment, advancement, or standing within the University
• sexual advances, sexual propositions, or sexual demands which are not agreeable to both parties
• unwelcome and persistent sexually explicit statements or stories which are not legitimately related to employment duties, course content, research, or other University programs or activities
• repeatedly using sexually degrading words or sounds to describe a person
• unwanted and unnecessary touching, patting, hugging, or other physical contact
• recurring comments or questions about an individual’s sexual prowess, sexual deficiencies, or sexual behavior

Speech and expressive conduct can be sexual harassment. However, this Policy shall not be interpreted to abridge First Amendment rights or to infringe academic freedom, as defined in the Faculty Handbook, the Faculty Rights and Responsibilities policy, and the document entitled Academic Freedom for Students at Michigan State University.

Behavior of a sexual nature that is not sexual harassment may nonetheless be unprofessional in the workplace or disruptive in the classroom and, like other unprofessional or disruptive behavior, could warrant discipline.

VIOLATIONS

Seeking Information on Sexual Harassment
A member of the University community who seeks information regarding sexual harassment and this Policy may contact:
• Women's Resource Center staff
• the Anti-Discrimination Judicial Board Coordinator
• the Director of the Office for Inclusion and Intercultural Initiatives
• the administrator in charge (e.g., chairperson, director, dean, vice president) of the relevant academic or support unit
• the Faculty Grievance Official
• the Coordinator of the Employee Assistance Program
• the Associate Dean for Graduate Student Welfare
• the Director of Human Resources
• the Director or the Coordinator of Sexual Assault Safety Education of the MSU Counseling Center
• University Undergraduate Division staff
• the Ombudsman
• Residence Hall Directors
• the Director of Student Life
• the Director of the Student Employment Office

Complaining about Sexual Harassment
A member of the University community who wishes to complain about sexual harassment by an employee or student of the University should take the following action:

If the alleged harasser is a faculty or staff member, the complaint should be made, orally or in writing, to the alleged harasser's unit administrator or to the Director for the Office for Inclusion and Intercultural Initiatives.

If the alleged harasser is the unit administrator, the complaint should be made, orally or in writing, to the unit administrator’s superior or to the Director for the Office for Inclusion and Intercultural Initiatives.

If the alleged harasser is a student, the complaint should be made to the Office of Judicial Affairs, Division of Student Affairs and Services.

For the University most effectively to investigate and respond to alleged sexual harassment, the complaint should be made as promptly as possible after the alleged sexual harassment occurs.

A member of the University community who believes that she or he has been sexually harassed may also elect to file a complaint with the Anti-Discrimination Judicial Board for violation of the University’s Anti-Discrimination Policy or to file a grievance against the alleged harasser under applicable University procedures. The submission of such a complaint or grievance does not affect the University’s ability to take disciplinary or other administrative action even though the complaint or grievance is still pending.

Reports of sexual assault and other crimes should be directed to the University’s Department of Police and Public Safety, regardless of whether the matter is also reported as sexual harassment.

Processing Complaints
Complaints of alleged sexual harassment made to the Office of Judicial Affairs, Division of Student Affairs and Services, will be processed under the applicable student disciplinary code.

Complaints of alleged sexual harassment made to the Director of the Office for Inclusion and Intercultural Activities will be referred to the unit administrator of the alleged harasser or, if the alleged harasser is the unit administrator, to the unit administrator’s superior.

Complaints made or referred to the unit administrator of the alleged harasser or the unit administrator’s superior will be processed by those individuals.
Each complaint of sexual harassment must be evaluated with reference to the pertinent circumstances. On occasion, a complaint will be resolved informally. Other complaints will result in investigations, including interviews and the review of documentary material. Both the complainant and the alleged harasser will be notified of the outcome of an investigation. If an investigation results in a determination that sexual harassment has occurred, the University will take remedial, including, where appropriate, disciplinary, action.

In processing sexual harassment complaints, the responsible administrator will normally confer with the Office of the General Counsel and academic or human resources administrators. Guidelines for investigating allegations of sexual harassment are available to administrators.

Members of the University community are expected to cooperate in investigations of alleged sexual harassment by University officials.

Sexual Harassment by Third Parties
If a University student believes that she or he has been sexually harassed in a University academic program by an individual who is not a University employee or student, the student should report the alleged sexual harassment to the unit administrator (department chair or dean) responsible for that academic program or to the Director of the Office for Inclusion and Intercultural Activities.

If a University employee (including a student employee) believes that he or she has been sexually harassed within the scope of his or her employment activities by an individual who is not a University employee or student, the University employee should report the alleged sexual harassment to his or her supervisor or to the Director of the Office for Inclusion and Intercultural Activities.

If the University determines that a third party has sexually harassed a University student in a University academic program or a University employee within the scope of her or his employment, the University will take corrective action. Individuals who are not students or employees of the University are not subject to discipline under the University’s internal processes, however.

A member of the University community who believes that he or she has been sexually harassed by a University contractor in the execution of a University contract or engagement may also elect to file a written complaint with the Anti-Discrimination Judicial Board for violation of the University’s Anti-Discrimination Policy.

Confidentiality
To the extent permitted by law, the confidentiality of all persons involved in a sexual harassment investigation or complaint will be observed, except insofar as information needs to be disclosed so that the University may effectively investigate the matter or take corrective measures.

Retaliation
Persons who complain about sexual harassment, or who cooperate in the University’s investigation and handling of sexual harassment reports or complaints, shall not be subject to retaliation for complaining or cooperating, whether or not the University finds that there was sexual harassment. If a complainant or witness believes that she or he is being subjected to retaliation, she or he should promptly contact the Director of Human Resources (staff), the Assistant Provost/Assistant Vice President for Academic Human Resources (faculty and academic staff), the Assistant Vice President for Student Affairs (students), or the Director of the Office for Inclusion and Intercultural Activities (faculty, staff, or students).

False Complaints
Any member of the University community who knowingly files a false complaint of sexual harassment, or who knowingly provides false information to or intentionally misleads University officials who are investigating a complaint of alleged sexual harassment, is subject to disciplinary action, up to and including discharge for employees and suspension for students.

OTHER RELEVANT UNIVERSITY POLICIES
http://www.inclusion.msu.edu/Equity/UniversityPolicies.html

Since sexual harassment is a form of unlawful gender discrimination, a member of the University community who violates this Policy also violates the University’s Anti-Discrimination Policy.

Other University policies relevant to behavior of a sexual nature by members of the University community include Conflict of Interest in Educational Responsibilities Resulting from Consensual Amorous or Sexual Relationships, Conflict of Interest in Employment, Article 2.00 of the General Student Regulations, Article 3.00 of the Graduate and Undergraduate Residence Hall Regulations, and Ordinance 22.00.

MSU Guidelines for Social Media

Social media is a great way to tell the MSU story and promoting university news and the work of faculty, staff, and students is encouraged. Rather than presenting a strict policy, Michigan State University is providing guidelines that are designed to frame acceptable and encouraged uses by members of the MSU community in social media spaces.

The online spaces in which you engage when using social media tools are visible to all. The public will perceive you as representing MSU—to them, you are the university. You may encounter unanticipated circumstances when sharing information about the university or yourself. Public response to you and what you choose to share online will vary. In order to be a positive steward of MSU, it will be helpful for you to understand social media and what it means to engage online, as well as what risks to anticipate and how to triage problems. Awareness and deliberate professionalism will enable you to participate online in a respectful, relevant way that protects the university’s reputation.
**What is social media?** (Facebook, Twitter, LinkedIn, YouTube, and Flickr)

Defined broadly, social media encompasses communications and experiences that are:
- Distributed electronically by organizations and individuals
- Consumed on desktop and mobile devices
- Shared electronically and in print by diverse individuals
- Discussed by an engaged population

When communicating MSU-related messages in a work capacity, you should interact with others in ways that reflect MSU’s core values—quality, inclusiveness, and connectivity. Individuals who identify themselves as faculty, staff, or student employees of MSU within their personal social media use are encouraged to observe the guidelines set forth in this document. In addition, the following guidelines should be practiced:

- Clearly identify who you are.
- Make it clear that the views expressed are your own.
- Consider using a standard disclaimer: “The opinions expressed here are the views of the writer and do not necessarily reflect the views and opinions of Michigan State University.”
- Do not speak on behalf of the university or portray yourself as a spokesperson for the institution.
- Do not use MSU logos or registered trademarks.
- Do not disclose financial or confidential student, faculty, staff, athletic, research, or institutional information.
- Do not share personal information or conversations of associates or partners unless you have their written permission to do so.
- Be aware of the privacy settings and user options associated with the social media tools you use and the audiences who will have access to content you publish.
- Remember that you are responsible for what you post on your own site and on the sites of others.
- Consider departmental and university-wide rules about use of MSU IT resources.
- Personal use of social media should generally take place during nonworking hours using personal computing resources (i.e., not owned or managed by MSU).

Use professional contact information for accounts that represent a component of your work at MSU. Use personal contact information for accounts that are strictly non-work-related or accounts that are a blend of professional and personal information. If you’re not sure whether to use your personal or professional contact information, err on the side of using your personal information.

**These are public venues.** One or more—maybe many more—of 6.8 billion people will see your material. Remember that there is no such thing as private information on the Internet. Assume that everyone will see everything you post. Do not write anything that you would not show to your significant other, your mother, or your boss.

**It is a permanent record.** You may be able to delete what you do but not the copies that are being actively distributed, critiqued, and remixed.

**What you mean isn’t always what is perceived.** Don’t forget that written communication does not have tone. It can be hard to interpret your intended meaning from online communication, especially brief statements like Twitter “tweets” and Facebook status updates. Pause and consider your words or other content and how they may be received before engaging. Be thoughtful, say what you mean, and mean what you say.

**Sometimes, people choose to not be “real” online.** Keep in mind that the person or group with whom you are interacting via social media may be using an alternate identity, representing polarizing views or inaccurate facts, or behaving in an otherwise inauthentic manner. Be cautious when evaluating and responding to the audience—not every post must be responded to and, in some cases, the interaction should be referred to a supervisor or communications professional.

**Ease into becoming an active member of the community.** Be a consumer first: try the services and play with the features. When you are ready—engage. Once you begin, be prepared to interact, reply, assist, and contribute.

**Add value to the conversation.** If you make the conversation only about you, the community will have little interest. Share what is unique to you and what you find interesting from others. Be helpful and be present.

**Play nice.** Don’t spam, type using all caps, be hateful, or use bad language. Share the spotlight.

**Support official endorsements.** It is appropriate to reiterate support for or share information about official Michigan State University endorsements (e.g., an official institutional blood drive, fundraiser, cause, etc.).

**Avoid unofficial endorsements.** Do not use the Michigan State University name, logo or marks, or your affiliation with the institution to endorse or promote products, opinions, or causes (e.g., vendors, service providers, products, political candidates, causes, etc.). Keep in mind that the public will perceive you as speaking for the institution.

**Respect diversity.** The MSU community values and respects differences, recognizing that communities are rich because of diversity and inclusion.
Respect privacy. Confidential or proprietary information should never be disclosed. If you are not sure whether something should be shared, check with your supervisor or a communications professional. Just as you would do for campus print publications, obtain a release before publishing statements or photos of minors.

Respect copyrights, trademarks, rights of publicity, and other third-party rights. Consider whether you have permission to use third-party content, and observe all rights for copyrighted materials. A good resource on fair use/copyright is fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/chapter9/index.html.

If you are a photographer, it’s okay to post your photos on your social media site as long as they were taken in a public place. All other photography that includes people, private settings, or other content should have a release prior to posting. And be aware that others might choose to use your photos without your permission. If you don’t want them shared widely, don’t post them.

Keep in mind that access to material does not constitute permission to redistribute, modify, or create derivative works (e.g., using Photoshop or remixing content).

When you manage a blog, Facebook page or group, or another site that allows participants to post comments or original posts and represents a component of MSU in an “official” way, you need to monitor posts from other participants. When a post is commercial, obscene, threatening, or otherwise violates the terms of use for the site, as site administrator it is your job to remove the offending posts. If you believe the comment demonstrates a credible threat to individuals or property, notify the Police. However, avoid the temptation to remove posts that are merely critical, angry, or represent a different opinion. Remember, a social media site is a means for holding a conversation. Suppressing other points of view may be a quick way to lose readers’ trust.

College of Music
Studio Protocol regarding Physical Contact
The College of Music faculty and administration are committed to providing the best possible educational experience for every student enrolled in a music course. Music learning takes place in a variety of ways, but all students in each music degree program have the curricular requirement to enroll in private music lessons. Private lessons constitute an integral part of the college music major experience. The nature of private lessons is unique in that it establishes a regular one-to-one teaching model. It is very much a “power” relationship.

At times, presentation of pedagogical concepts may require a certain amount of physical contact between faculty and student, including issues of breathing, posture, positioning of an instrument, sound projection, stage presence, etc. Demonstrations of this kind can be very illuminating and edifying.

Each student responds to physical touching in a different manner; some are very comfortable with it, while others may feel very ill at ease with physical contact of any sort. Additionally, the teaching style of applied faculty members can vary dramatically concerning physical contact, from no contact whatsoever to frequent touching in an effort to demonstrate specific pedagogical concepts.

If a student has a concern or question about any physical contact between him/her and the teacher, that student should voice the concern to the teacher or ask if there might be another method of demonstrating the pedagogical concept. This may take the form of a direct response informing the instructor that the student is uncomfortable with the physical contact and that the contact be curtailed. If the student is uncomfortable speaking with the instructor, the concern could be put in writing via a note or email to that instructor. Another suggestion might be to have a third party (accompanist or other student) present during lessons. At no time should a student feel threatened or uncomfortable in an applied lesson regarding the issue of physical contact. Asking questions or voicing any concern of this manner cannot affect a student’s grade.

If the student is apprehensive about approaching the instructor regarding any uncomfortable physical contact in an applied lesson, that student should speak with the Associate Dean for Undergraduate Studies, the Associate Dean for Graduate Studies, or the Dean of the College of Music. It is important that private lessons maintain an educational atmosphere that is instructive, supportive, and professional.

Academic Dishonesty
The following statement of University policy was approved by the Academic Council and the Academic Senate, and serves as the definitive statement of principle and procedure to be used in instances of academic dishonesty:

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing protect the validity of University grades. This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind (see General Student Regulation 1.00, Scholarship and Grades, for specific regulations).

In instances where a failing grade in a course is given only for academic dishonesty, the instructor will notify the student’s academic dean in writing of the circumstances. The student who receives a failing grade based on a charge of academic dishonesty may appeal a judgment made by a department, school, or a college. Refer to Academic Freedom for Students at
When in the judgment of the academic dean, action other than, or in addition to, a failing grade is warranted, the dean will refer the case to the college-level hearing board, which shall have original jurisdiction. In cases of ambiguous jurisdiction, the appropriate judiciary will be randomly selected by the Assistant Provost from one of the three core colleges. Appeals from the judgment may be made to the All-University Academic.

OFFICE OF THE OMBUDSPERSON
https://www.msu.edu/unit/ombud/index.html
https://www.msu.edu/unit/ombud/full-faq/index.html

The University Ombudsperson is a senior faculty member appointed by the President to assist students in resolving conflicts or disputes within the university. The ombudsman also helps staff members, instructors and administrators sort through university rules and regulations that might apply to specific student issues and concerns. In addition to helping members of the MSU community resolve disputes, the Ombudsperson also is charged with identifying MSU policies that might need revision, and referring them to the appropriate academic governance committee. They are to act (1) Neutrally, (2) Confidentially, (3) Informally and (4) Independently.

Frequently Asked Questions include:
- Classroom Myths Disruptive Students
- Faculty Academic Integrity
- Fees and Tuition
- Final Exams
- Graduation Requirements
- Grievance Hearing
- Late Drops
- Late Adds
- Parents of Students
- Student Academic Integrity
- Study Abroad
- Syllabus

Other Topics include:
- Grades/Appeal Policies
- Special Grade Markers
- Academic Integrity
- Student Responsibilities
- Classroom Policies and FAQ
- University Policies & Publications
- Grievance Procedures
- Student Rights
- Report a Problem
- Contact the Office

Confidentiality of Student Records
The College of Music makes every effort to maintain student file confidentiality. Records dealing with medical and legal issues, complaints against faculty and/or other students, disciplinary actions (allegations of cheating or plagiarism) or proof of financial ability - are locked in the Graduate Studies office. Access to these files is strictly limited to College of Music Administration. Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA), the University has a policy of releasing only directory information to anyone who makes a request. Directory information is defined by MSU as:

* Name
* Local and Permanent Address and Telephone numbers
* MSU Net ID
* Current enrollment status
* Recognition documents of student organizations
* Dates of information pertaining to degrees earned, awards and honors achievements and dates
* Recommendation to the State of Michigan for teaching certificate and effective dates
* Participation in officially recognized MSU activities/ sports - including weight and height of athletes
* Employment status as a graduate teaching assistant, office address, and office phone number
IX. COLLEGE OF MUSIC POLICIES

ACADEMIC PERFORMANCE

Graduate students have a right to periodic evaluation of their academic progress, performance, and professional potential (GSRR 2.4.8). With these guidelines in mind, the College of Music has established the following standards for good standing and continuation in its graduate degree programs:

Academic Standards for all Graduate Students

A graduate student in the College of Music must:

1. Maintain a cumulative grade-point average of at least 3.00.
2. Not accumulate deferred grades (identified by the DF–Deferred marker) in more than 8 credits in courses (excluding courses numbered 896, 897, 898, 899 or 996, 997, 998, 999).

If at the end of a semester a graduate student fails to meet one or both of the requirements specified above, the student shall receive a deficiency warning. If the deficiency is not removed within one calendar year, the graduate student will not be allowed to continue in the degree program.

A student may accumulate no more than 6 credits with a grade below 3.0 in courses that are to be counted toward the degree.

Credit will not be awarded for any course in which the student receives a grade less than 2.0. However, all grades are counted in the calculation of the grade-point average (GPA).

Academic Standards for Graduate Assistants in the College of Music

A graduate assistant in the College of Music must:

1. Maintain a cumulative grade-point average of at least 3.25.
2. Not accumulate deferred grades (identified by the DF–Deferred marker) in more than 8 credits in courses (excluding courses numbered 896, 897, 898, 899 or 996, 997, 998, 999).

If at the end of a semester a graduate assistant fails to meet one or both of the requirements specified above, the graduate assistant shall receive a warning and be allowed to hold the graduate assistantship for one additional semester. If at the end of the additional semester the graduate assistant has failed to meet one or both of the requirements specified above, the graduate assistantship shall be withdrawn.

Time Limit

The time limit for completion of the master's degree is five years, and for a doctoral degree is eight years, from the beginning of the first semester in which credit was earned toward the degree. Any transfer credits must also have been completed within the time limit of the degree.

Retroactive Changes to Academic Record

Retroactive changes to a student’s academic record are not allowed except in the case of university error. An exception to this is enrollment after the end of the term of instruction. If, in contravention of the attendance policy, a student takes part and earns final grades in courses without being formally enrolled on the last class day of the term of instruction, these courses may be added to the student's academic record if the appropriate Associate Deans and the Office of the Registrar determine that an exception to the attendance policy is warranted. A Course Add Fee of $200, in addition to the normal tuition, will be charged for each course so added. If a student adding such a course was not formally enrolled on the last class day of the term of instruction in at least one other course, a late initial enrollment fee of $300 will also be charged.

The responsibility of maintaining and verifying accurate enrollment rests solely with the student. It is important to seek the advice of the graduate adviser, as he/she will help you to ascertain what courses you need to satisfy specific requirements of all College of Music degrees. You should be in regular contact with that person, at least yearly.
University Attendance Policy
https://www.msu.edu/unit/ombud/classroom-policies/index.html#attend-general

No person is allowed to attend a class unless officially enrolled on a credit or non-credit basis with the appropriate fees paid. Students, who attend, participate and strive to complete course requirements without formal enrollment will not receive credit for their work.

There is no all-University regulation requiring class attendance of enrolled students. However, attendance is an essential and intrinsic element of the educational process. In any course in which attendance is necessary to the achievement of a clearly defined set of course objectives, it may be a valid consideration in determining the student's grade. It is the responsibility of the instructor to define the policy for attendance at the beginning of the course.

Final Exam Policy
https://www.msu.edu/unit/ombud/classroom-policies/index.html#attend-final

During the final week of each academic semester all courses shall meet for one 2-hour period at the date and time listed in the Final Examination Policy and Schedule on the Web at www.reg.msu.edu. During summer sessions, final examinations are scheduled in the last class sessions. This period should be used for examination, discussion, summarizing the course, obtaining student evaluation of the course instruction, or any other appropriate activity designed to advance the student's education.

- If an instructor requires a written report or take-home examination in place of a final examination, it shall not be due before the final examination period scheduled for that course.
- Exceptions to this paragraph may be approved by the department or school chairperson, or in a college without departments, by the dean.
- In the event that a final examination is deemed appropriate by the instructor, it may not be scheduled at any time other than the date and hour listed in the Final Examination Policy and Schedule.
- Any deviations from the final examination schedule must be approved by the Office of the Registrar based on the recommendation of the assistant/associate dean of the college responsible for the course offering.

- No student should be required to take more than two examinations during any one day of the final examination period. Students who have more than two examinations scheduled during one calendar day during the final examination period may take their class schedules to the Academic Student Affairs Office in their colleges for assistance in arranging for an alternate time for one of the three examinations.

- The final examination schedule shall be systematically rotated so that the 2-hour period for each course will be scheduled at a different time each semester. This will also apply to common final examinations.

- Faculty members shall schedule office hours during the final examination period (or in some other way attempt to make themselves accessible to their students) as they do in the other weeks of the semester.

- Common final examinations are scheduled in certain courses with several class sections. In case of a conflict in time between such an examination and a regularly scheduled course examination, the latter has priority. The department or school giving the common examination must arrange for a make-up examination.

- A student absent from a final examination without a satisfactory explanation will receive a grade of 0.0 on the numerical system; NC on the CR-NC system, or N in the case of a course authorized for grading on the P-N system. Students unable to take a final examination because of illness or other reason over which they have no control should notify the associate deans of their colleges immediately.

EVALUATION OF FACULTY
https://sirsonline.msu.edu/FAQ.asp

This website explains the evaluation process as an on-line process. The College of Music currently uses a paper version of this during the last week of classes. The goal is the same – evaluation of faculty with whom you have studied during a semester.
Student Instructional Rating System (SIRS)
The principal objective of the student instructional rating policy is to secure information which is indispensable to implementation of the University's policy of providing its students with instruction of the highest quality. This information is put to two principal uses: (1) providing instructors and teaching units with an accurate account of student response to their instructional practices, to the end that classroom effectiveness be maintained at the highest level of excellence; and (2) providing teaching units with one kind of information to be considered in deciding on retention, promotion, salary, and tenure, to the end that effectiveness in instruction constitutes an important criterion in evaluating the service to the University of members of the teaching faculty.

Student Opinion of Courses and Teaching (SOCT)
The following policy operates as a complement to the Student Instructional Rating System (SIRS) policy to provide selected public information for students as an aid to choosing courses.

To this end, the University Committee on Academic Policy (UCAP) has framed a set of questions that should provide the type of information that students seek. In order to facilitate the transmission of this information to the students, the following procedures are established:

1. In addition to using standard university or unit-based SIRS forms in every class each semester in compliance with the Student Instructional Rating System policy, faculty members at the rank of instructor or above are rated by Student Opinion of Courses and Teaching in all of their regular undergraduate classes.

2. The SOCT forms are online and can be completed within the last two weeks of classes.

3. Results will be disseminated in summary form, displayed by instructor and department, once per year through a Web site accessible to students and other members of the University community with the appropriate identification.

ENSEMBLE PARTICIPATION
Each degree program carries specific major ensemble requirements. Be sure to follow requirements for your degree program. See your major professor if you have any questions. Graduate students do not need to enroll for ensembles.

Groups that satisfy the ensemble requirement, by area:

Classical Wind/Percussion
- Symphony Orchestra
- Symphony Band
- Campus Band (if placed by audition)
- Wind Symphony
- Concert Band
- Marching Band

Voice
- University Chorale
- State Singers

Strings
- Symphony Orchestra

Jazz majors
- Jazz Band
- Vocal Jazz Ensemble

Piano majors
- Accompanying (Applied Piano Majors)
- Any of the above recognized ensembles
INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

COLLEGE OF MUSIC STATEMENT OF ACADEMIC INTEGRITY

All College of Music students and faculty should read and study the document Guidelines for Integrity in Research and Creative Activities as reprinted from Michigan State University, Research Integrity, Vol. 7 No. 2 Spring 2004 (http://grad.msu.edu/researchintegrity/docs/ris04.pdf)

GUIDELINES FOR INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES

The conduct of research and creative activities by faculty, staff, and students is central to the mission of Michigan State University (see Note 1, below) and is an institutional priority. Faculty, staff, and students work in a rich and competitive environment for the common purpose of learning, creating new knowledge, and disseminating information and ideas for the benefit of their peers and the general public. The stature and reputation of MSU as a research university are based on the commitment of its faculty, staff, and students to excellence in scholarly and creative activities and to the highest standards of professional integrity. As a partner in scholarly endeavors, MSU is committed to creating an environment that promotes ethical conduct and integrity in research and creative activities.

Innovative ideas and advances in research and creative activities have the potential to generate professional and public recognition and, in some instances, commercial interest, and financial gain. In rare cases, such benefits may become motivating factors to violate professional ethics. Pressures to publish, to obtain research grants, or to complete academic requirements may also lead to an erosion of professional integrity.

Breaches in professional ethics range from questionable research practices to misconduct. (see Note 2) The primary responsibility for adhering to professional standards lies with the individual scholar. It is, however, also the responsibility of advisors and of the disciplinary community at large. Passive acceptance of improper practices lowers inhibitions to violate professional ethics.

Integrity in research and creative activities is based not only on sound disciplinary practice but also on a commitment to basic personal values such as fairness, equity, honesty, and respect. These guidelines are intended to promote high professional standards by everyone—faculty, staff, and students alike.

KEY PRINCIPLES

Integrity in research and creative activities embodies a range of practices that includes:

- Honesty in proposing, performing, and reporting research
- Recognition of prior work
- Confidentiality in peer review
- Disclosure of potential conflicts of interest
- Compliance with institutional and sponsor requirements
- Protection of human subjects and humane care of animals in the conduct of research
- Collegiality in scholarly interactions and sharing of resources
- Adherence to fair and open relationships between senior scholars and their coworkers

Honesty in proposing, performing, and reporting research. The foundation underlying all research is uncompromising honesty in presenting one’s own ideas in research proposals, in performing one’s research, and in reporting one’s data. Detailed and accurate records of primary data must be kept as unalterable documentation of one’s research and must be available for scrutiny and critique. It is expected that researchers will always be truthful and explicit in disclosing what was done, how it was done, and what results were obtained. To this end, research aims, methods, and outcomes must be described in sufficient detail such that others can judge the quality of what is reported and can reproduce the data. Results from valid observations and tests that run counter to expectations must be reported along with supportive data.

Recognition of prior work. Research proposals, original research, and creative endeavors often build on one’s own work and also on the work of others. Both published and unpublished work must always be properly credited. Reporting the work of others as if it were one’s own is plagiarism. (Please see the MSU Ombudsman website https://www.msu.edu/~ombud/academic-integrity/index.html for details regarding cheating and plagiarism.) Graduate advisors and members of guidance committees have a unique role in guiding the independent research and creative activities of students. Information learned through private discussions or committee meetings should be respected as proprietary and accorded the same protection granted to information obtained in any peer-review process.
Confidentiality in peer review. Critical and impartial review by respected disciplinary peers is the foundation for important decisions in the evaluation of internal and external funding requests, allocation of resources, publication of research results, granting of awards, and in other scholarly decisions. The peer-review process involves the sharing of information for scholarly assessment on behalf of the larger disciplinary community. The integrity of this process depends on confidentiality until the information is released to the public. Therefore, the contents of research proposals, of manuscripts submitted for publication, and of other scholarly documents under review should be considered privileged information not to be shared with others, including students and staff, without explicit permission by the authority requesting the review. Ideas and results learned through the peer-review process should not be made use of prior to their presentation in a public forum or their release through publication.

Disclosure of potential conflicts of interest. There is real or perceived conflict of interest when a researcher has material or personal interest that could compromise the integrity of the scholarship. It is, therefore, imperative that potential conflicts of interest be considered and acted upon appropriately by the researcher. Some federal sponsors require the University to implement formal conflict of interest policies. It is the responsibility of all researchers to be aware of and comply with such requirements.

Compliance with institutional and sponsor requirements. Investigators are granted broad freedoms in making decisions concerning their research. These decisions are, however, still guided, and in some cases limited, by the laws, regulations, and procedures that have been established by the University and sponsors of research to protect the integrity of the research process and the uses of the information developed for the common good. Although the legal agreement underlying the funding of a sponsored project is a matter between the sponsor and the University, the primary responsibility for management of a sponsored project rests with the principal investigator and his or her academic unit.

Protection of human subjects and humane care of animals in the conduct of research. Research techniques should not violate established professional ethics or federal and state requirements pertaining to the health, safety, privacy, and protection of human beings, or to the welfare of animal subjects. Whereas it is the responsibility of faculty to assist students and staff in complying with such requirements, it is the responsibility of all researchers to be aware of and to comply with such requirements.

Collegiality in scholarly interactions and sharing of resources. Collegiality in scholarly interactions, including open communications and sharing of resources, facilitates progress in research and creative activities for the good of the community. At the same time, it has to be understood that scholars who first report important findings are both recognized for their discovery and afforded intellectual property rights that permit discretion in the use and sharing of their discoveries and inventions. Balancing openness and protecting the intellectual property rights of individuals and the institution will always be a challenge for the community. Once the results of research or creative activities have been published or otherwise communicated to the public, scholars are expected to share materials and information on methodologies with their colleagues according to the tradition of their discipline.

Faculty advisors have a particular responsibility to respect and protect the intellectual property rights of their advisees. A clear understanding must be reached during the course of the project on who will be entitled to continue what part of the overall research program after the advisee leaves for an independent position. Faculty advisors should also strive to protect junior scholars from abuses by others who have gained knowledge of the junior scholar’s results during the mentoring process, for example, as members of guidance committees.

Adherence to fair and open relationships between senior scholars and their coworkers. The relationship between senior scholars and their coworkers should be based on mutual respect, trust, honesty, fairness in the assignment of effort and credit, open communications, and accountability. The principles that will be used to establish authorship and ordering of authors on presentations of results must be communicated early and clearly to all coworkers. These principles should be determined objectively according to the standards of the discipline, with the understanding that such standards may not be the same as those used to assign credit for contributions to intellectual property.

It is the responsibility of the faculty to protect the freedom to publish results of research and creative activities. The University has affirmed the right of its scholars for first publication except for “exigencies of national defense”. (see Note 3) It is also the responsibility of the faculty to recognize and balance their dual roles as investigators and advisors in interacting with graduate students of their group, especially when a student’s efforts do not contribute directly to the completion of his or her degree requirements.

Misconduct in Research and Creative Activities

Federal (see Note 4) and University (see Note 2) policies define misconduct to include fabrication (making up data and recording or reporting them), falsification (manipulating research materials, equipment or processes, or changing or omitting data such that the research is not accurately represented in the record), and plagiarism (appropriation of another person’s ideas, processes, results, or words without giving appropriate credit). Serious or continuing non-compliance with government regulations pertaining to research may constitute misconduct as well. University policy also defines retaliation against whistle blowers as misconduct. Misconduct does not include honest errors or honest differences of opinion in the interpretation or judgment of data.
The University views misconduct to be the most egregious violation of standards of integrity and as grounds for disciplinary action, including the termination of employment of faculty and staff, dismissal of students, and revocation of degrees. It is the responsibility of faculty, staff, and students alike to understand the University’s policy on misconduct in research and creative activities (see Note 2), to report perceived acts of misconduct of which they have direct knowledge to the University Intellectual Integrity Officer, and to protect the rights and privacy of individuals making such reports in good faith.

RESOURCES
“Guidelines on Authorship”, Endorsed by the University Research Council, January 15, 1998 (http://www.msu.edu/unit/vprgs/authorshipguidelines.htm)


“Research Data: Management, Control, and Access Guidelines”, Endorsed by the University Research Council, February 7, 2001 (http://www.msu.edu/unit/vprgs/research_data.htm)

Notes
2. MSU Faculty Handbook, Chapter VI, “Research and Creative Endeavor-Procedures Concerning Allegations of Misconduct in Research and Creative Activities”  
   (http://www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Faculty/ResearchCreativeEndeavor/ vi-misconducttoc.htm)
3. MSU Faculty Handbook, Chapter VI, “Research and Creative Endeavor-Sponsored Research and Creative Endeavor”  
4. (http://www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Faculty/ResearchCreativeEndeavor/vi-sponsoredresearch.htm)

Conducting Research, Giving Talks and Lecture-Recitals, Publishing Papers

Guidelines for authorship and other forms of credit:
According to acceptable practice, authorship is reserved for persons who make primary contribution to and hold primary responsibility for the data, concepts, and interpretation of results for a published work. Authorship encompasses not just the actual writing but also making substantial scientific or scholarly contributions to a study. Collaborators discuss early on who the authors will be, and in what order they will be listed. Do not make someone an author without consulting him or her; authorship is a responsibility as well as a right, and so people should assent to such a role.

Rules concerning the use of human subjects:
All research with human beings must be reviewed and approved by the University Committee for Research Involving Human Subjects (UCRIHS). This applies to all Master's and Doctoral research projects, as well as other research you may be involved with. For complete details about the application procedure, please see the website for UCRIHS, the University Committee for Research Involving Human Subjects.
ASSISTANTSHIP RESPONSIBILITIES

All policies related to Graduate Assistantships must be consistent with the Graduate Student Rights and Responsibilities (GSRR) document (Sections 4.2.1-4.2.8). (http://grad.msu.edu/gsrr/docs/GSRR.pdf)

Please see the brochure entitled “Graduate Assistantships at Michigan State University” (http://grad.msu.edu/assistantships/) for more information on University policies concerning assistantships. Teaching Assistants should also consult the MSU/GEU Contract (http://geuatmsu.org/) for specific policies relating to them.

All Graduate Assistants (Teaching Assistants and Research Assistants) are required to attend an orientation/training program in the College of Music at the beginning of each academic year, prior to classes starting. Additional training sessions may be required, as necessary, through the TA Program, in cooperation with The Graduate School.

1. Work Load
   Almost all of the Graduate Assistantship positions in the College of Music are ¼ time assistantships, with a few ½ time assistantships offered. The work load for ¼ time assistantships is an average of ten hours (or twenty for a ½ time) per week, averaged over the length of the appointment. The appointment for Fall Semester is from August 16th through December 31st. For Spring Semester the appointment runs from January 1st through May 15th. Please note that these dates begin prior to the first day of classes and end after the last day of finals.

2. Enrollment, Credits and Grade Point

   Enrollment
   Graduate assistants must be registered each semester in which they hold assistantships. The minimum and maximum credit loads are below. While the University has a set minimum enrollment for GAs, you typically have 9 credits covered each semester you are appointed. The College of Music monitors enrollment to ensure that students get as close to 9 credits as possible to get the most benefit from their waiver.

   Credits
   For a quarter–time graduate assistant, minimum enrollment is 6 credits for master’s degree students and 3 credits for doctoral students (including credits in courses numbered 899 or 999); maximum enrollment is 16 credits (excluding credits in courses numbered 899 or 999).

   For a half–time assistant minimum enrollment is 6 credits for master’s degree students and 3 credits for doctoral students (including credits in courses numbered 899 or 999); maximum enrollment is 12 credits (excluding credits in courses numbered 899 or 999).

   Minimum enrollment for doctoral students who have successfully completed all comprehensive exams (ABD – All But Defense) is 1 credit. Deviation from the minimum enrollment requirements listed above is permitted only during:
   1. summer session, when a 3–credit minimum enrollment is allowed for all types of assistants
   2. the semester in which the degree is granted, when all types of assistants must enroll for at least the number of credits required to complete the degree or meet the University minimum registration requirement.

   Any deviation from the maximum enrollment requirements listed above must have the approval of the Associate Dean of Graduate Studies prior to enrollment. In meeting the credit requirements, graduate assistants should be enrolled in courses that are recognized as being of graduate level unless the student's department or school has granted written permission for course work constituting an exception to this rule.
**Grade Point**

A graduate assistant in the College of Music must:

1. Maintain a cumulative grade–point average of at least 3.25.
2. Not accumulate deferred grades (identified by the DF–Deferred marker) in more than 8 credits in courses (excluding courses numbered 896, 897, 898, 899 or 996, 997, 998, 999).

If at the end of a semester a graduate assistant fails to meet one or both of the requirements specified above, the graduate assistant shall receive a warning and be allowed to hold the graduate assistantship for one additional semester. If at the end of the additional semester the graduate assistant has failed to meet one or both of the requirements specified above, the graduate assistantship shall be withdrawn.

3. **Assignments & Duties**

The College of Music employs about 100 graduate students in Music as Teaching Assistants and Research Assistants. Duties include teaching an elementary course or assisting in recitation sections of elementary courses with the concomitant lecture preparation, paper grading, and student consultation. Normally this does not exceed six classroom contact hours per week when averaged over the two semesters. Other duties could include teaching private lessons, supervision of student teachers, performing responsibilities, and assisting a faculty member in research or administrative duties.

If you are given full course responsibility, the course will most likely be at the freshman- sophomore level, or one that attracts a large number of non-music majors. Occasionally advanced students may be given an opportunity to teach upper division courses.

4. **Expectations/Obligations**

The University expects that graduate teaching assistants will follow the code of teaching responsibility and that both TA’s and RA’s will follow the GSRR.

- Graduate Assistants are expected to observe standard norms of professional behavior in their interactions with faculty and students.
- The faculty member(s) with whom a graduate assistant is working should clearly specify the assistant’s duties and responsibilities at the start of the semester, or at a time sufficiently in advance of the date of expected completion.
- Assistants should be available for work for the number of hours specified from the start to the end of the semester (being defined as the last day of the final exam week).
- Assistants should report no later than the second day of the semester to the person(s) to whom they are assigned.
- Assistants have the responsibility of reporting to the person(s) to whom they are assigned at least once per week.
- Inability to perform assigned duties should be communicated immediately to the faculty member directly or through the College of Music Graduate Office.
- Compliance with the provisions of the University Code of Teaching Responsibilities is mandatory.

**Expectations of the Student**

Acceptance of a graduate assistantship creates an obligation to perform research, teaching or other activities in furtherance of College of Music programs. Students with a ¼ time appointment are expected to spend 10 hours per week on these activities. Students with a ½ time appointment are expected to spend 20 hours per week on these activities. The School of Music attempts to allow the student flexibility in meeting this obligation. If the student puts greater emphasis on course work during a given semester, then more time on assistantship duties at other times is required to discharge the assistantship obligation.
Expectations of the College
The duties of the assistant will be supervised by a qualified person, generally a faculty member. The graduate assistant is provided a desk and office space (to the extent permitted by the space available to the College of Music) and access to a computer as needed for assistantship work. Supplies for use in fulfilling assistantship responsibilities are also furnished.

5. CLIFMS
The Course Load, Instruction, Funding and Modeling System (CLIFMS) supports the University's internal evaluation and resource allocation, instructional costing and analysis, state, federal and institutional reporting. Graduate Assistants and faculty are required to fill out a form requesting information about Instructors' effort distribution, the course and names of instructors, and apportion effort distribution across the courses. All initial information is established by downloading data from SIS and other information systems.

Using this information, Bonnie Stewart enters the data in the CLIFMS database. After entry, GA’s are able to access classlists. Failure to complete CLIFMS promptly may result in non-reappointment.

6. SIRS - Student Instructional Rating System
The objective of the student instructional rating policy is to secure information which is indispensable to implementation of the University's policy of providing its students with instruction of the highest quality. This information is put to two principal uses:

(1) providing instructors and teaching units with an accurate account of student response to their instructional practices, to the end that classroom effectiveness be maintained at the highest level of excellence; and

(2) providing teaching units with one kind of information to be considered in deciding on retention, promotion, salary, and tenure, to the end that effectiveness in instruction constitutes an important criterion in evaluating the service to the University of members of the teaching faculty. In order to accomplish these objectives more fully, the following procedures were established.

1. Every teaching unit shall approve one or more common student rating instruments through its own channels of participation, in accordance with unit bylaws and customs of collegial decision making. Regardless of the type of instrument adopted, it must prominently display the following notation:

The Michigan State University CODE OF TEACHING RESPONSIBILITY holds all instructors to certain obligations with respect to, e.g., course content consistent with approved descriptions, timely statement of course objectives and grading criteria, regular class attendance, published office hours, and timely return of examinations and semester papers. This Code is printed in full in the Academic Programs catalog or is available online at https://www.msu.edu/~ombud/classroom-policies/index.html#attend-code. It includes specifics about complaint procedures available to students who believe that their instructors have violated the Code.

2. Each teaching unit shall make regular and systematic use of student instructional ratings as part of the unit's evaluation of instructional performance. Each teaching unit shall formulate and promulgate a comprehensive policy covering all aspects of student instructional rating procedures, and shall be responsible for implementing that policy within the framework of the provisions contained in this document. Students shall not be required or requested by faculty members to identify themselves on the rating forms.

3. All instructors, regardless of rank, including graduate assistants, shall use unit-approved student instructional rating forms in all classes (every course, every section, every semester). For team-teaching situations, units shall develop procedures consistent with the intent of these provisions.
4. Individual instructors may use other instruments to gather additional information.

5. Results of student instructional ratings shall be used in accordance with the following provisions:
   a. Results shall be returned promptly to the instructor for information and assistance in improving course design and instruction.
   b. Instructors shall have the opportunity to comment, orally and/or in writing, upon the ratings received. These comments shall be taken into account by persons or groups charged with making or advising on personnel decisions.
   c. Results of student instructional ratings shall be systematically consulted, with due regard for strict confidentiality, in conjunction with other means for assessing individual effectiveness, according to the review criteria promulgated within each unit. Other means might include, e.g., classroom visits or consideration of course syllabi, assignments, and examinations.

6. Procedures for implementing the rating process and for utilizing the results shall be promulgated by each teaching unit, subject to the following provisions:
   a. Duly promulgated unit procedures shall be filed in the offices of the appropriate Dean and the Provost, where they will be matters of public record.
   b. Unit administrators are responsible for implementing in their units SIRS procedures which follow fully the requirements of this document.
   c. Teaching units may have the required SIRS instruments administered by a person other than the instructor. If the unit does not administer the instruments, instructors are obligated to do so, and to return all results to unit offices within the time period specified in the unit procedures.
   d. At the time instruments are administered, students shall be informed who will have access to the results and how the results will be used.

7. Faculty Evaluation of Graduate Assistant Performance
   In accordance with the Graduate Education Union contract, (http://geuatmsu.org/), Faculty are required to fill out a College of Music evaluation form or a narrative letter evaluating the performance of each graduate student assistant assigned to them. This is for each semester the student is employed. The student signs the evaluation and has 20 days to respond to the evaluation, in writing, if they so choose. These evaluations (and rebuttals) are placed in the student’s personnel file.

   The College of Music Teaching Assistant evaluation form allows the Faculty to evaluate you on the following areas of responsibility:

   - Department/University Employee Conduct:
     Related to professionalism, courteousness, professional atmosphere in their class/lab/department and on University grounds, and following University policies and procedures

   - Professor Conduct (for Teaching Assistants):
     Clearly states/follows course objectives, methods of determining final course grades, attendance requirements, and absence policies in course syllabi; ensures that course/lab content is consistent with course descriptions; returns assignments/examinations promptly; retains final exams/grading records for at least one semester; meets his/her classes regularly and schedules/keeps a reasonable number of office hours, or makes appointments; makes reasonable efforts to respond to work related communications

   - Research Assistants:
     Related to the completion of assigned tasks in a responsible and timely manner; effective and professional conduct while performing those tasks
- **Student Conduct:**
  Maintains their own integrity of scholarship, grades and professional standards in their studies and makes adequate progress toward finishing their degree.

8. **Reappointment**
For master’s degree students, if an assistant’s studies and teaching are satisfactory, reappointment for a second year may be possible but requirements for a master’s program should be completed by the end of the second year.

For a doctoral degree if an assistant’s studies and teaching are satisfactory, reappointment for a second and third year may be possible. Unsatisfactory performance in course work or in performance of duties will result in termination of an assistantship.

9. **STIPEND & BENEFITS**
**Stipends, Stipend Advancement and Promotion**
There are three classes of graduate assistantships: Level 1, Level 2, and Level 3. Actual stipend rates are set in the summer and become effective on August 15 each year. Your appointment offer letter states what your monthly stipend will be.

Level 1  Graduate Assistants must have a bachelor’s degree and less than two semester's experience as a graduate assistant or full-support fellow.

Level 2  Graduate Assistants must possess a master’s degree or the equivalent in a music field or have completed two (2) assistantship semesters. After two (2) assistantship semesters, students are automatically transferred to Level 2 if re-appointed for the following academic year.

Level 3  Graduate Assistants have more complicated requirements:

**Successful completion of doctoral comprehensive exams is required to be Level 3.**
Level 3 is acceptable for Teaching (T) assistants (but not required) when students have a master’s degree or the equivalent in a music field or have completed 4 or more semesters of experience as a graduate assistant or have the equivalent experience at the faculty level. (Level 3 required criteria have not been met.)

Level 3 is required for Teaching (T) assistants when students have a master’s degree or the equivalent in a music field and have 6 semesters of experience as a Teaching (T) assistant at MSU (or equivalent experience at the faculty level) in the employing unit or in a relevant department. The chairperson of the employing unit has discretion over defining whether experience at the faculty level is "equivalent" and whether experience in a different department is considered "relevant".

Level 3 is required for Research (R) assistants when successful completion of doctoral comprehensive exams, as defined by the department in which the student is enrolled and has 6 semesters as a Research/Teaching (R/TE) assistant at MSU, or equivalent. The definition of equivalence is left to the discretion of the Associate Dean for Graduate Studies in the appointing unit, but it is expected that only experience in research-oriented assignments count toward the 6 semesters of experience as an RA. (Level 3 is not acceptable for Research (R) or Teaching (TE) unless all 3 criteria listed above are met.)

Graduate assistants are paid bi-weekly. The pay period begins on August 15 and the assistant receives a paycheck every two weeks, (on Friday) beginning in September. Most GA’s sign up for Direct Deposit through the Payroll Office at 350 Administration Building or it can be done online at e-payroll (http://epayroll.msu.edu). Students not choosing direct deposit are responsible for picking up their paycheck, in a timely manner. Checks not picked up after 2 weeks will be returned to Payroll.

10. **Tax Status of Stipends**
Graduate assistantship stipends are not subject to Social Security (FICA) taxes. Stipends are subject to income taxes with few exceptions. The taxability of stipends is subject to review by the Internal Revenue Service. Contact the Payroll office for more information at 355-5010.
11. **Tuition Waiver**
Each assistantship carries a nine-credit per semester tuition waiver and a graduate assistant pays in-state tuition for credits beyond the first nine. Only students employed as a Graduate Assistant in the Summer receive tuition waivers in the Summer. When enrolling for Summer Semesters preceding and/or following a Fall and Spring appointment, students will be assessed tuition at in-state rates. Students may enroll for up to 21 credits at the in-state rate. Graduate Assistants in the College of Music are typically appointed for a 9-month period (Fall and Spring Semester).

12. **Insurance**
Michigan State University and the Council of Graduate Students worked together to offer graduate assistants health insurance coverage beginning Fall Semester. “Student only” coverage will be automatically provided, at no cost to graduate assistants. MSU will provide a full 12 months of coverage if your appointment is at least 9 months long. It begins August 15 and covers until August 14 of the following year.

If you wish to enroll your spouse and/or dependent children, please contact the MSU Benefits office. Questions regarding enrollment, premium payment and coverage should be directed to the Chickering Group at 1-800-859-8452. Questions or issues that cannot be resolved with the Chickering Group may be directed to the MSU Benefits at 517-353-4434, ext. 536.

13. **Parking**
If you own a motor vehicle and want to use it on campus, you must register it with the University Vehicle Office. [http://police.msu.edu/permits.asp](http://police.msu.edu/permits.asp)

Graduate Assistant parking permits are available for purchase on-line. If you register your vehicle in the Parking Office you must take your student ID, your current vehicle registration, and a copy of your appointment papers. You can get a copy of your appointment papers from the Graduate Secretary. Permits purchased on-line are mailed out the following business day. If you change vehicles/have your windshield replaced, you must scrape off your permit and take the pieces to the Parking Office where a replacement permit may be issued for a $2 fee.

Graduate assistant permits allow parking in faculty/staff spaces south of the Red Cedar River. Parking is not allowed north of the Red Cedar River unless at a paid meter or when the posted employee restriction is no longer in effect. Parking is not permitted in the courtyard between our buildings. Permits purchased on-line are issued one semester at a time. A semester permit will cost about $110. Spring GA parking permits are available on-line in December.

Fellowship recipients who receive an MSU Fellowship of $1,000 or more per semester qualify for a graduate assistant parking permit. Qualifying fellowship recipients may not register on-line. They must go to the Parking Office with proof of their MSU Fellowship, which can be obtained from the Graduate Secretary.
XI. ENROLLMENT

1. Enrollment Websites

The Schedule of Courses (http://schedule.msu.edu/) can tell you what courses are still available, when they meet, how many credits, etc.

Within the Schedule of Courses is Schedule Builder and this is where enrollment is done. Directions for using Schedule Builder are at http://schedule.msu.edu/instructions.asp#PlannerInstructions.

Overrides

During enrollment many students require an override to be able to enroll in their courses. Override forms can be found outside both the Undergraduate Secretary’s and the Graduate Secretary’s offices. Students fill out the form, completely, to request an override for a course. Students can e-mail this same information to musgrad@msu.edu, as well.

Name, PID, Course #, Section #, # of Credits and Semester are required for override requests! With required information, overrides are normally processed the day of receipt. Students then enroll for their classes that evening or the following day or by direction of the Graduate Secretary.

If a course is full, students can request being added to the ‘waiting list’ for that course. If a space opens up, students are automatically enrolled and e-mailed, by the Graduate Secretary. There is no guarantee that you will the course, even if you are on the waiting list.

The Academic Calendar (http://www.reg.msu.edu/ROInfo/Calendar/Academic.asp) can tell you all of the special dates and deadlines for the academic year. They have links to several years at a time on this site.

** You must be enrolled to receive financial aid, scholarships, University privileges, etc.
** Students are expected to complete the courses in which they register.

2. Studio Assignment of New Students

All new students will have an opportunity to list their teacher preference(s) at the time of the audition or subsequently prior to enrollment. At the end of the academic year area chairs will ask the applied teachers in their areas for a list of their students who are returning in the subsequent year. Area chairs will communicate to applied teachers in their areas the incoming students who have requested them as teachers for their comment. Area chairs will make a good faith effort to assign new students taking into consideration the following factors:

- student requests
- faculty load availability (if a faculty member with a full load desires to take on additional students, this is possible if that individual is willing to accept an overload); it is understood that students assigned to an individual's studio can expect a commitment from that faculty member for instruction for the duration of their degree work.
- faculty input at time of audition (area chairs will try to avoid assigning any new student to a teacher who vote to not accept that student as a music major)
- equalizing as much as possible, student ratio with regard to applied and non-applied, graduate and undergraduate

After all issues have been considered, the student must accept the faculty member assigned to them and faculty member must accept the student assigned to them.

3. Lesson Attendance

Students are expected to attend lessons as scheduled. Unexcused absences other than those caused by illness will be rescheduled only at the discretion of the applied teacher. See page 12 (MM) or page 15 (DMA) for details about lesson credits.
4. **Add and Drop Period / Change of Enrollment**
   Students may add courses using the enrollment system through the 5th day of classes in the Fall and Spring semesters. Students may drop courses using the enrollment system through the middle of the semester. If you drop a course later in the semester and then decide you want it back, you cannot re-add it. You must speak with the Graduate Secretary for her assistance.

   a. **To Add a Course After the Add and Drop Period**
      Normally, no course may be added after the designated period for adding courses. Any add after this period must be processed through the Graduate Studies office. Written, final approval rests with the Professor of the requested course.

   b. **To Drop a Course After the Middle of the Semester**
      A student may drop (withdraw from) a course during this period only to correct errors in enrollment or because of events of catastrophic impact, such as serious personal illness. Any add after this period must be processed through the Graduate Studies office. To initiate a late drop, the student must obtain written approval from the Associate Dean of Graduate Studies.

      If the student is passing the course, or there is no basis for assignment of a grade, at the time of the drop, a W grade will be assigned. If failing, a 0.0 (or N in a P-N graded course) will be assigned. The course will remain on the student's academic record.

      If you need to add a course after the semester, your professor must provide written verification of attendance and provide a grade. Students must obtain written approval from the Associate Dean of Graduate Studies, as well. Students WILL be charged Late fees for late adds. The College of Music cannot request a waiver of this fee.

   c. **Dropping ALL Courses**
      A student may voluntarily withdraw from the University prior to the end of the twelfth week of a semester or the fifth week of each of two regular summer sessions. Voluntary withdrawal after these dates is not permitted. If you are contemplating withdrawal from the University, contact your major professor and the Associate Dean for Graduate Studies.

5. **Adjustment of Fees**
   If the adding or dropping of courses changes the total number of credits in which the student is enrolled, an adjustment of fees is made according to the policies for assessment of fees and refund of fees shown in the section on **Refund Policies**, on the Registrar’s Office website.

6. **Confirm Attendance / Verify Enrollment**
   By the start of each semester, students must CONFIRM ATTENDANCE, in their StuInfo account. Even if you owe no money or have paid all of your fees, you must confirm this.

   Students must check their enrollment, in their StuInfo account, often to be sure they are enrolled in the courses they think they are enrolled in. Finding enrollment errors at the end of a semester will be problematic and can cost you extra money.

   Adding credits to MUS 896-899 and MUS 996-999 is allowed, if it will allow you to graduate that semester. Students must obtain written approval from the Associate Dean of Graduate Studies.

7. **Academic / Financial ‘Holds’**
   The College of Music places holds on student accounts related to: non-payment for recitals, non-return of room keys, and, beginning in Spring 2010, non-submission of DMA Report of Guidance Committee forms. MSU places holds on student accounts related to: lack of required application materials, parking violations, overdue library fees, etc.

   With a hold on your account, you cannot enroll, make schedule changes, receive a scholarship/fellowship, or be granted your degree, even if you have completed all of your requirements.
XII. MISCELLANEOUS INFORMATION

** Many of the websites listed below are linkable from the MSU homepage: www.msu.edu. Click on the white ‘search’ box at the upper right-hand side.

1. MSU E-Mail http://mail.msu.edu
All MSU students are allowed to have e-mail from the MSU server. If you have not activated your account, click the link on the right-hand side. You will need to know your PID and PAN in order to set it up.

Once you are enrolled, ALL correspondence from the College and MSU will be sent via your MSU e-mail address. There is a function inside webmail that will allow you to have mail transferred to another e-mail server if you’d like. Please check your MSU e-mail during breaks and summers, as well as, the regular year.

2. StuInfo https://stuinfo.msu.edu/AppLogin.Asp?
StuInfo is on-line access to look into your account/records with MSU. Your MSU NetID and password are your sign in. StuInfo matches your NetID with your record and allows you access according to your status. It is not possible to access other students' information.

3. Student ID cards
Take a picture ID card and your PID # to the North Lobby of the International Center, by the Food Court. You will need this card to ‘enroll’ with the Main Library, to use as a Residence Hall meal card, for riding the bus, etc. Please keep this card on you. It is a form of ID while you are on campus and it will have your PID # on it. Most departments need your PID# when they check your records.

4. Related to Practicing
Building Hours
The Music Building and the Music Practice Building are open:

<table>
<thead>
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<th></th>
<th>Monday - Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td>M-F</td>
<td>7:00 AM-12:00AM</td>
<td>7:00 AM-11:00 PM</td>
<td>8:00 AM-11:00 PM</td>
</tr>
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</table>

Practice Rooms
Practice rooms in the Music Building and the Music Practice Building are available to enrolled students during building hours (see above). There are several practice rooms reserved for piano practice by music majors whose primary instrument is piano. See the chair of the piano area to obtain access to them. Private teaching in these rooms is not allowed, unless it’s under the auspices of the Community Music School (CMS).

There is a 15-minute vacancy limit. If a student is absent from a practice room for more than 15 minutes - whether or not personal belongings remain in the room - that room may be taken by another student.

Important - do not leave valuables (including instruments) unattended at any time in practice rooms or anywhere in the College of Music. Personally-owned instruments are not insured through MSU. Students should check with their homeowners provider for information on coverage for instruments “away from premises.” In some cases, it may be possible or desirable to purchase a rider through a parents’ homeowner’s insurance that will cover a musical instrument while it is away from home.

Lost and Found
College of Music Lost & Found is in Rm 102 Music. Campus Lost & Found is located at the MSU Union Postal Services desk.

Instrument Lockers
Lockers are University property rented to students for $20.00 (non-refundable), while they are in the College of Music. These lockers are for your convenience. All lockers are issued on a first-serve basis. However, music majors get preference over non-music majors.
Lockers are assigned based on main instrument size and availability. Lockers are located in the Music Building and Music Practice Building. Any falsified information will result in the loss of your locker.

A key or combination is issued with the locker. If your key or combination lock is lost or stolen, there will be a $30.00 replacement fee. The College of Music reserves the right to have access to all lockers and storage facilities on the premises.

ALL keys must be returned to the College of Music by the end of Spring Semester of each year.

**Keys**

The Main Office staff in Rm. 102MB is available to open any room or piano, if necessary, during regular business hours (8:00 AM to 5:00 PM). During non-business hours or weekends, sign out the necessary key(s), for a $20 cash security deposit by 4:45 PM. Keys will not be issued until the deposit is paid. **Keys are to remain with the person to whom they are assigned.**

Keys must be returned by the 2nd business day after use to Room 102 Music Building. An enrollment hold (see below) will be placed on your records, if the key/keys are not returned in a timely manner. In addition, your security deposit may be claimed.

ALL keys must be returned to the College of Music by the end of Spring Semester of each year.

**College of Music ‘Hold’**

The College of Music requires students to return their keys and locks at the end of each academic year or at the end of students’ degree. Failure to return the key(s) forces us to place a ‘hold’ on your account. With a hold on your account, you will not be allowed to enroll, nor will you be granted your degree, even if you complete all of your requirements.

**Instrument Rental/Loans**

The College of Music has an instrument loan program for those student needing an instrument for class instruction or for an ensemble. Information can be attained at the Band Office (Rm 116 Music Bldg).

6. **Related to Recitals**

**Recital and Rehearsal Space**

Schedule rehearsals in person in Room 102 Music Building. The Auditorium/Cook Recital Hall and Hart Recital Hall are not to be used for general practice; these are for performances and dress rehearsals.

a. For required masters recitals, students may reserve the performance venue for up to three (3) hours for rehearsals.
b. For required doctoral recitals, students may reserve the performance venue for up to five (5) hours for rehearsals.
c. For non-required recitals, students may reserve the performance venue for up to two (2) hours for rehearsals.

One additional hour within 24 hours of the performance date may be scheduled if space is available. A recital involving a large or complicated set-up may be allowed extra time on the day of the performance. Contact Lori Garza in 245 Music Building to get your set-up time added to the schedule.

**For All Graduate Woodwind Pre-recital Screenings:**

All students who will be presenting a GRADUATE degree recital must submit a request via email for an on-campus Pre-recital Screening with Prof. Kroth no later than the First Friday of the semester. Please note that the hearing must be at least 7 or more days before the actual recital date. Professor Kroth may be contacted at kroth@msu.edu.
Piano Use
Purpose: to provide access to a high quality concert piano for public performances to students, faculty, and guests. A high quality concert piano is expensive and relatively fragile. Limiting its availability to only public performances and equivalent use is intended to preserve the piano’s readiness for performances. This will benefit all performers and all performances.
* Faculty members, students or guest artists must never be on top of any of our pianos.*

General Rules:
- Both Auditorium/Cook Recital Hall pianos will be locked and Auditorium/Cook Recital Hall and Hart pianos covered after each use.
- Students and faculty will not give or lend keys for the performance piano to others.
- No food or drink is allowed in the Music Auditorium/Cook Recital Hall.

Situations not covered explicitly by these rules will be interpreted by staff based on the guidelines set forth in this policy document. Students violating these rules will lose the privilege of using the piano. These rules are posted in large print backstage in the Music Auditorium/Cook Recital Hall.

"Prepared Piano" Rules:
A prepared piano is defined as any activity involving affixing labels, marking or inserting foreign objects into the piano or manipulating the strings other than through the keyboard. Before a College of Music piano may be used for prepared piano purposes, approval and instructions must be obtained from the Piano Technology staff. The piano may be used for rehearsal or public performances involving a prepared piano.

Following the rehearsal or performance all labels, markings, and other objects (as approved by the Piano Technology staff) will be completely and promptly removed, leaving no permanent traces in the piano.

Recital Scheduling
http://music.msu.edu/information-for-students/student-recitals/

Recitals may be performed in the Cook Recital Hall or Hart Recital Hall (or in some instances, Room 103 Music Practice Building). Indicate your room preference on the STUDENT RECITAL SCHEDULING CONTRACT or FACULTY/GUEST ARTIST/ENSEMBLE RECITAL RESERVATION CONTRACT. Student recital dates must be submitted with the approval of the appropriate faculty instructor. Once scheduled, required graduate recital dates will not be changed without permission from the major professor and the Associate Dean for Graduate Studies. Anyone canceling a recital may not be allowed to reschedule until the following semester. Due to heavy facility use, please schedule your recital as soon as possible.

Student recitals may be scheduled Monday through Friday at 6:00 p.m. and 8:00 p.m., Saturday and Sunday at noon, 2, 4, 6 and 8 p.m. The Green Room, Room 110 Music Building, is available ½ hour before your recital for warm-up purposes.

NOTE: All required graduate recitals and lecture-recitals must be professionally recorded. (Preferably in CD format, but DVD format will suffice.) The student is responsible for ensuring that the recital is recorded. As soon as a date and room are confirmed, contact Recording Services (226 MB) or an independent recording studio.

If Recording Services is used, they will place an electronic copy of the recording on the College server. If you use an independent recording studio, it is your responsibility to provide the Graduate Studies office with a recording. (Preferably in CD format, but DVD format will suffice.)

Following your recital, you must be sure
- Hall or room is cleaned and secured,
- Keyboard instruments are covered,
• Tables and other equipment and supplies are returned to the correct place,
• All lights are turned off, and
• Any reception area is cleaned and trash placed in the courtyard dumpster.

Scheduling a Recital
Print and fill out the STUDENT RECITAL SCHEDULING CONTRACT or the FACULTY/GUEST ARTIST/ENSEMBLE RECITAL RESERVATION CONTRACT to reserve facilities for your recital. Submit the contract, signed by a faculty member, to Room 245 Music Building for scheduling. Keep a copy for your records. Choose a date for your recital that can be attended by all involved. Avoid scheduling your recital in conflict with MSU ensembles, faculty recitals, or other concerts.

You will receive confirmation of the date, place, and time by e-mail. Check the website to confirm that your recital appears on the updated schedule. Recitals are scheduled on priority basis: faculty, required graduate student, required undergraduate, non-required. Contact Lori Garza if you do not receive confirmation at (517) 432-8344.

Keys for Performance Venues
see “KEYS” above

Recital Programs
All students are required to provide a program of their recital to the College of Music per NASM (National Association of Schools of Music) guidelines.

Graduate students are required to prepare and present a program in the MSU format at his/her pre-recital hearing and must have faculty approval of their program prior to submission to the front office. At the time of the pre-recital hearing, applied faculty will proof the program and suggest corrections/changes. Students have the option of submitting the corrected program by hard copy or email (as a Word attachment), to the front office at programs@music.msu.edu at least 14 days before the scheduled recital. The front office will copy recital programs submitted after the 14-day deadline only if the program is submitted as a “copy-ready” format submitted electronically. Alternatively, students can prepare and copy their own programs and assume the associated costs.

Recital Program Form
http://music.msu.edu/information-for-students/about-student-programs

Complete the Recital Program Form and a template at least two weeks before your recital. You may email these forms to programs@music.msu.edu.

1) 2-3 days after your Recital Program Form has been received by the Main Office, a proof of the program will be available in room 245 Music Building for you to pick up. You will need to have your program approved (signed) by your instructor for a required recital. Please return your corrected, signed program one week before your recital to the Main Office for copying. The Main Office prints 55 recital programs at no cost to the performer; however, the College of Music is not obligated to print programs filed after the due date.

2) A copy of your program will be placed in your advising folder. (NOTE: NASM rules require that a copy of all MSU College of Music programs be kept on file.
** If your program was not provided by the College of Music, please submit a copy of the program to the Graduate Studies Office.

3) Programs may be picked up in Room 102 the day before the recital on weekdays between 7:45 am and 5:00 pm.

4) We request that no one put posters on the walls or doors. The Main Office will post your program in the display boards in the Music and Music Practice Buildings on the day of your performance. No other posters are permitted.
All faculty, student and guest artist recitals are recorded by advance request only. It is recommended that you make your recital recording requests as soon as your recital date and location are confirmed. Recitals are recorded based on staff availability. It is especially important to get your requests in early for end-of-semester recitals. Requests honored with less than two weeks notice, add a $40 late fee. For less than 24 hours notice of cancellation or change, you will be charged an additional $50 fee.

Recitals in the Cook Recital Hall are recorded using the suspended microphone pair as standard procedure. Custom microphone setups are available upon request. Go to room 226 Music Building to fill out a Recital Recording Request Form; or, print the form yourself online and turn it into the Recording Services mailbox in Music Office 102 MB. Prior to your recital, you will need to provide a program with timings for each section. Please inform Recording Services immediately of any change in time or location of your recital.

You will be contacted by e-mail when your order is ready. It is your responsibility to listen to your recording and notify Recording Services of any problems immediately.

Room use for Recording
The Cook Recital Hall and Hart Recital Hall are the two principle venues for degree-required recitals, both graduate and undergraduate, and therefore must be set aside for that activity. However, there are times when a quality recording is necessary for numerous reasons. Scheduled recording sessions are therefore allowed in the two performance venues for the following purposes:

- Job applications/Auditions
- Graduate School applications
- Competitions
- Applications/Auditions for summer programs/festivals

For other purposes, such as CD projects for personal use or recording for personal improvement, classrooms are available in the College of Music, or it may be desirable to investigate the possibility of off-campus sites. Recording sessions may be scheduled one week prior to recording session. The total number of scheduled recording hours allowed each semester should not exceed 6 except in extremely unusual circumstances.

Typical recording sessions are 2 hours in duration, but can vary depending on the availability of the hall. Recording may be accomplished by College of Music Recording Services or by an outside recording agent as the performer wishes. Be sure to plan for recording setup time when scheduling times in the hall.

2012-13 Recital Recording Prices

For re-scheduling, relocating or canceling your recital or recording session with less than 24 hours notice, you will be charged a fee of $50. Please avoid this extra expense by communicating any changes to us immediately either in person, by phone, or in writing.

All recital orders must be pre-paid.

<table>
<thead>
<tr>
<th>Office: 226 Music Building</th>
<th>Phone: (517) 355-7674</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail: <a href="mailto:recserv@msu.edu">recserv@msu.edu</a></td>
<td>Fax: (517) 432-2880</td>
</tr>
</tbody>
</table>

* Recording Services recommends using e-mail for correspondence.

Typical recording sessions are 2 hours in duration, but can vary depending on the availability of the hall. Recording may be accomplished by College of Music Recording services or by an outside recording agent as the performer wishes. Be sure to plan for recording setup when scheduling times in the hall.
7. **Music Library**
The Fine Arts Music Library contains music scores, books, recordings, periodicals, and reference works. Emphasis is on classical music, with strong collections in jazz and ethnomusicology. Recordings can be used inhouse or checked out for one week. Most other materials circulate for longer periods. Assigned reading/listening for music and music-related classes is at the Fine Arts Reference Desk. Circulation for these course reserve items is for two hours, no overnight checkout. Request material by professor's last name.
Visit the Fine Arts Library website at: [http://www2.lib.msu.edu/branches/fal/](http://www2.lib.msu.edu/branches/fal/)

Academic Year hours:
- M-Th 8am-8pm
- Friday 8am-6pm
- Saturday 11am-6pm
- Sunday Noon-8pm

8. **Student Parking**
[http://police.msu.edu/permits.asp](http://police.msu.edu/permits.asp)

If you own a motor vehicle and want to use it on campus, you must register it with the University Vehicle Office. To register your vehicle you must take your student ID, your current vehicle registration, proof of credits, and a copy of your housing agreement (if you live on campus) to the Parking Office. If you live on campus, you must be at least a second year freshman with 20 credits in order to register your vehicle. If you are a transfer student, MSU requires proof that they have accepted 20 or more credits from your previous college or university. If you change vehicles/have your windshield replaced, you must scrape off your permit and take the pieces to the Parking Office where a replacement permit may be issued for a $2 fee. Parking is not permitted in the courtyard between our buildings.

Fellowship recipients who receive an MSU Fellowship of $1,000 or more per semester qualify for a graduate assistant parking permit. Qualifying fellowship recipients may not register on-line. They must go to the Parking Office with proof of their MSU Fellowship, which can be obtained from the Graduate Secretary. Students on scholarships are not eligible for this.

9. **Bicycles**
If you own a bicycle and want to use it on campus, you must register it with the University Vehicle Office. (See website listed above.) There is no cost for a bike permit. Bike permits must be obtained on-line. Bikes operated or possessed on campus must have a valid permit affixed and must be parked at a bike rack, locked, and in operable condition.

To register your bicycle, you must have the serial number from the bike. The most common locations for bike serial numbers are just under the seat and underneath the bike below the pedals. Be sure to know the make of the bike, the color of the bike, and whether the style is male or female.

9. **Bus System**
[www.cata.org](http://www.cata.org)

**Visit CATA’s website for information on costs, passes, routes, and services.**

All campus bus service is provided by the Capital Area Transportation Authority (CATA). CATA bus service operates 24 hours a day, 7 days a week, to all University apartments, residence halls, commuter lots, and the main campus during fall and spring semesters.

All fares and passes (with the exception of the Commuter Lot Route pass) are good for all on and off-campus fixed route transit service in the greater Lansing area with CATA. Passes are sold at most residence halls, Union Store, and University Apartment Manager’s Office.

Curb-to-curb service is available for persons with disabilities. The CATA cash fare for this service is $2.00 per trip. Discount fare cards are available through the MSU Resource Center for Persons with Disabilities.
Fees:
The following are approximate fees for Registrar’s Office services

Replacement ID cards ............................................. $20.00
Certified Copy of Diploma ...................................... $25.00
Duplicate or Replacement Diploma .......................... $50.00
Transcripts .............................................................. $5.00

Bad Check Fee .................................................... $25.00-$75.00
Late Enrollment Fees ........................................... $50.00-$300.00
Transcripts .............................................................. $5.00

Microfilming Fee for Master's Thesis ....................... $78.00
Microfilming Fee for Doctoral Dissertation ................ $88.00
Copyright Fee for Master's Thesis or Doctoral Dissertation .... $55.00

Out-Of-State Tuition Regulations
A person enrolling at Michigan State University shall be classified as an in-state or out-of-state student for the purposes of administering admission, fees, and tuition charges. It is the student's responsibility to register under the proper in-state or out-of-state classification. If a student has a question regarding his/her classification, the student should contact the Office of the Registrar at least one month before registering.

The following regulations set forth the major points governing determination of in-state and out-of-state status and the payment of out-of-state tuition.

1. General provisions
2. Establishing Michigan domicile
3. Presumptions of in-state classification
4. Non-U.S. Citizens
5. Returning Michigan residents
6. Miscellaneous
7. Reclassification application procedure
8. Appeal procedure
9. Falsification of records

Frequently Used Acronyms

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<tr>
<td>FS</td>
<td>Fall Semester</td>
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<tr>
<td>GA</td>
<td>Graduate Assistantship</td>
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<tr>
<td>GEU</td>
<td>Graduate Employment Union</td>
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<tr>
<td>GSRR</td>
<td>Grad Students Rights and Responsibilities</td>
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<tr>
<td>MB</td>
<td>Music Building</td>
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<tr>
<td>MPB</td>
<td>Music Practice Building</td>
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<tr>
<td>MUS</td>
<td>Music</td>
</tr>
<tr>
<td>PAN</td>
<td>Personal Access Number (4-digits)</td>
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<tr>
<td>PID</td>
<td>Personal Identification Number (Axxxxxxx)</td>
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<tr>
<td>RA</td>
<td>Research Assistantship</td>
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<tr>
<td>RO</td>
<td>Registrar’s Office</td>
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<td>SS</td>
<td>Spring Semester</td>
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<td>TA</td>
<td>Teaching Assistant</td>
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<td>TAP</td>
<td>Teaching Assistant Program</td>
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<td>TGS</td>
<td>The Graduate School</td>
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<td>US</td>
<td>Summer Semester</td>
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XIII. ORIENTATION MATERIALS

The following materials are presented at the New Graduate Student and New Graduate Assistant Orientations during Fall semesters. We do not have formal orientations for Spring or Summer semesters. Feel free to contact Anne Simon, Graduate Secretary, if you have any questions or would like a copy of these materials.

General:

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<td>103</td>
<td>Paraphrasing</td>
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<td>104-109</td>
<td>Plagiarism  [<a href="http://learndat.tech.msu.edu/teach/student-writing">http://learndat.tech.msu.edu/teach/student-writing</a>]</td>
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<td>Office of the Ombudsman Revised Code of Teaching Responsibility</td>
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<td>Sexual Harassment</td>
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<tr>
<td>125-126</td>
<td>Basic GA Information compiled by Anne S.</td>
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<td>CLIFMS Example</td>
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<td>139</td>
<td>GA Evaluation Example</td>
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Confidentiality of Student Records

The College of Music makes every effort to maintain student file confidentiality. Records dealing with medical and legal issues, complaints against faculty and/or other students, disciplinary actions (allegations of cheating or plagiarism) or proof of financial ability - are locked in the Graduate Studies office. Access to these files is strictly limited to College of Music Administration. Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA), the University has a policy of releasing only directory information to anyone who makes a request. Directory information is defined by MSU as:

*Name
*Local and Permanent Address and Telephone numbers
*MSU Net ID
*Current enrollment status
*Recognition documents of student organizations
*Dates of information pertaining to degrees earned, awards and honors achievements and dates
*Recommendation to the State of Michigan for teaching certificate and effective dates
*Participation in officially recognized MSU activities/ sports - including weight and height of athletes
*Employment status as a graduate teaching assistant, office address, and office phone number
CITATION
By Michael Teager

As with all things, credit must be given where credit is due. In citing sources, one is giving credit to authors whose works have been used as resources in your research. Also, the author is informing the reader (via citation) when he/she is making an original statement, or using someone else’s information. So, if there are no citations present, one can assume that the author is 1) an authority on the topic or 2) making a new/original claim.

Now, there is a fair amount of “gray area.” For instance, when making a general claim (i.e., “common knowledge”), one doesn’t necessarily need to cite. Such material would belong in an introduction or conclusion. So, saying that the United States Civil War took place in the 1860s between the North and South isn’t really a specific/detailed fact; this is considered common knowledge and you wouldn’t have to cite the History Channel. However, if I told you that Marilyn Manson intended for Antichrist Superstar to be a completely different album than Nine Inch Nails’s The Downward Spiral, because he considered the former to be “a pop album” and the latter to be dark and introspective, I would have to cite my source. Why? Well, I can safely assume that most of you were completely unaware of that specific fact.

There are three parts to a proper citation, and they are the idea, citation, and bibliographic entry.

1. IDEA
The idea is what you are referencing, whether paraphrased (in your own words!) or as a quotation. If using a direct quote, you MUST enclose the quote in quotation marks. Failing to do so tells the reader that you are using your own words.

2. CITATION
In Chicago style, the citation involves a footnote (not parenthetical) at the bottom of the page.

3. BIBLIOGRAPHIC ENTRY
Lastly, when citing, the source must be included in a Bibliography, following the standard norms.

Neglecting to do any of these steps, even if only one, will result in a failure to properly cite your source, which results in plagiarism, which Academia takes VERY seriously.

BIBLIOGRAPHY


PARAPHRASING
by Michael Teager

When paraphrasing, you are taking someone else's ideas and putting them in your own words. One objective of paraphrasing is to properly digest the material. As you likely learned in school, it is best to write your own definition of something rather than simply copying it out of a book. Why? Well, if you can use your own words, then there is a better chance of your understanding the source. Otherwise, a monkey or robot could be trained to simply copy and paste. Also, paraphrasing summarizes information for the reader, and prevents him or her from having to do more research on a topic and going to your sources.

Paraphrasing applies not only to another author's exact words, but also to his or her ideas and train of thought. Remember, a paraphrase should be shorter than the original source. If not, then you are likely following the author's ideas or train of thought, only with different wording.

Example:

(Source)
Matthews has given us a few insights into the halcyon days of his childhood: "Although there were no musicians in my family, there was always music playing in the house. And there was the appreciation of long hikes through the woods and family quiet time, where we could listen to the sounds of things around us, heartbeats and footsteps" ("Gullia"). Quaker philosophy is an important element of his roots. He recalls gathering with his family and fellow worshippers in a quiet building in eastern New York State—in times of both sorrow and happiness—and watching respectfully as members of the Quaker congregation rose, one by one, moved by the "inward light" to share their thoughts (Marzullo and Leta).

Matthews' [sic] love of serenity may, in fact, be linked directly to Quaker teachings. The Quaker (or, more formally, the Religious Society of Friends) meeting for worship is based on silent meditation; those moved by the spirit can offer prayer or exhortation unrestrained by the ritual or the intervention of ordained clergy. This is one of the basic tenets of the teachings of George Fox, who, in 1652, founded the movement in Britain as a protest movement against the Church of England. Fox and his followers believed, among other things, that the utterance of oaths recognizes a double standard or truth. To be frugal and plain in speech was considered honest, such a resolve brought one closer to Christ ("Quakers").

(Paraphrase)
The Quaker tradition, begun as a response against the Church of England in the seventeenth century, is an important aspect of Dave Matthews's upbringing, having attended worship meetings during his time in New York. In the Quaker tradition, the congregation focuses on quiet reflection, yet members are welcome to stand and preach or offer testimonials to their fellow worshippers. With the absence of a clergy or formal traditions, the environment promotes a greater sense of community among its participants.

A problem regarding paraphrasing is that there are times when it almost becomes subjective. So, a few questions to ask yourself are:
How similar is my writing to the original source?
Do I sound like me, or the original source?
Do I properly understand the material I am writing about?

BIBLIOGRAPHY


What are MSU’s policies regarding plagiarism?

What is plagiarism?
Plagiarism (from the Latin plagiarius, an abductor, and plagiare, to steal) is defined by the White House Office of Science and Technology Policy on Misconduct in Research as “... the appropriation of another person’s ideas, processes, results or words without giving appropriate credit.”

At MSU, General Student Regulation 1.00 states in part that “no student shall claim or submit the academic work of another as one’s own.” (For the complete regulation, see Protection of Scholarship and Grades.)

In outlining what he called the “the perils of plagiarism” to his students, the late W. Cameron Meyers, a revered journalism professor at MSU, wrote:

Plagiarism not only is legally wrong but also morally corrosive... Any paper based upon the writing of others should acknowledge every source used. In a reference paper, the acknowledgements are made in footnotes--numbered notes at the bottom of the page (corresponding to the numbers in text) that show exactly where the information was obtained. There are times, however, when such acknowledgements can be incorporated smoothly in the text without their becoming distracting or obtrusive.

Unless authorized by their instructors, students are expected to do their own, original work on each assignment in each class. A student who recycles his or her course work from one class to another may face an allegation of academic dishonesty. An instructor who believes a student has committed an act of plagiarism should take appropriate action, which includes the issuing of a “penalty grade” for academic dishonesty. Article 8.1.15 of the Academic Freedom Report for Students at Michigan State University, or the “AFR,” defines a penalty grade as “a grade assigned by an instructor who believes a student to have committed academic dishonesty...”. A penalty grade can include, but is not limited to, a failing grade on the assignment or in the course.

MSU instructors cite easy access to the Internet as a primary reason for a perceived increase in plagiarism by their students. So-called term paper mills, available online, are plentiful. To counter, instructors have turned to various plagiarism detection sites to seek out and identify the original sources of their students’ work. These Web sites include:


Click here for the MSU TA Handbook; then go to Chapter 4, page 14 for 25 WEB sources on plagiarism.

For a scholarly discussion of plagiarism at U.S. colleges and universities, see Patrick M. Scanlon and David R. Neuman’s article “Internet Plagiarism Among College Students,” published in the May/June 2002 Journal of Student Development (Vol. 43., No. 3).

See also:

- www.AntiPlagiarism.com for information about The Plagiarism Handbook: Strategies for Preventing, Detecting, and Dealing with Plagiarism, by Robert A. Harris. This book is especially good in coaching instructors on how to confront students they suspect have plagiarized.
- Northwest Missouri State University Guide to Diagnosing Plagiarism, at this Web site: www.nwmissouri.edu/library/services/plagiarism.htm#article

Plagiarism Links:
For examples of what constitutes plagiarism, see:
http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml
http://www.princeton.edu/pr/pub/integrity/pages/plagiarism.html
http://www.nyu.edu/classes/op/writing/student_resources.htm
http://www.nyu.edu/classes/op/writing/hot_links.htm
http://ilt.its.psu.edu/suggestions/cyberplag/cyberplagexamples.html
http://sja.ucdavis.edu/avoid.htm#guidelines

For additional material on academic dishonesty Contact the Ombudsman.
Per the Graduate School, the number of cases of scientific misconduct due apparently to unintentional plagiarism continues to be substantial. They are asking faculty, postdocs and graduate students to consider the following websites as other sources to check in regards to preventing plagiarism are:

http://tech.msu.edu/ithenticate/

iThenticate is available as part of MSU’s Turnitin service, sponsored by IT Services, the Undergraduate University Division, the Graduate School, and the Vice President for Research and Graduate Studies. iThenticate was created using similar technology from iParadigms, and procured under the same licensing agreement as Turnitin.

**How it works**

iThenticate scans against:

- A database of materials available on the Internet
- More than 26,000,000 published research articles
- 80 global scientific, technical and medical publishers
- More than 1 million abstracts and citations from PubMed
- More than 20,000 scholarly research titles from EBSCOhost and the Gale InfoTrac OneFile.

MSU faculty, staff and graduate students can use iThenticate to help evaluate and correct their work prior to submission or publication by requesting an account on the MSU iThenticate account. This pilot will help the university evaluate value and future licensing models.

iThenticate is also used by major granting agencies such as the National Science Foundation, the National Institutes of Health, and the Department of Energy. Check with journals common to your discipline or field to see if iThenticate scans against those specific databases.

Turnitin service,  http://learndat.tech.msu.edu/teach/student-writing
Discourage Plagiarism By Promoting Academic Honesty
A Proactive Approach for Teachers

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You can reduce — not eliminate — the opportunities and incentives for students to plagiarize and discourage the practice by implementing the following:

1. **Have a clear policy regarding plagiarism and academic dishonesty that you present early, discuss seriously, and implement consistently.**
   - MSU policy is ambiguous regarding “plagiarism” per se. Policy puts burden on instructor to establish clear criteria and expectations regarding academic honesty.
   - Treat plagiarism and academic honesty as major course topics, especially in classes focused on writing or the teaching of writing; philosophy and ethics; and research methodology.

2. **Recognize that plagiarism is complicated. It is a topic that needs to be taught (not simple knowledge that can be assumed).**
   - Distinguish between plagiarism, copyright infringement, and academic dishonesty, overlapping categories that co-exist alongside other overlapping (and often inconsistent) policies, guidelines, and practices (e.g., standards of research integrity, professional codes of ethics, publishers’ permissions guidelines, professional organizations’ citation standards).
   - Plagiarism is not the only form of academic dishonesty. (Receiving inappropriate help on a project is another form of academic dishonesty.)
   - Plagiarism and copyright infringement are not the same thing. (Some uses of text permitted under copyright law can nonetheless be acts of academic dishonesty.)
   - Discuss paradigm cases ‡ clear instances of allowable vs. illegal practices.
   - Discuss problematic cases (the ethical gray area) ‡ See Appendix 2 below.
   - Discuss citation and bibliographical conventions (e.g., APA, Chicago Manual, MLA). Make sure students know how they work. Teach students the art of paraphrasing (vs. direct quotation). Discourage lengthy quotation.
   - Distinguish between felonies and misdemeanors — i.e., serious and intentional breaches (e.g., buying a research paper) vs. minor and perhaps inadvertent editorial errors (due to careless copy/pasting or notetaking strategies).
   - Explain WHY plagiarism is wrong, how it hurts not only the student and the integrity of the academic enterprise but also damages the integrity of professional work generally.
   - Recognize that, despite codes, laws, and ethical injunctions, “what people normally do” (i.e., common practice) has a strong influence. Understand WHY students plagiarize, and how, from an economic standpoint, it makes sense for them to do that.
   - Recognize that the Internet has its own developing standards and ethics for acceptable use: the codes for reuse and distribution of online writing are not necessarily those for print. Writing practices on the Internet ARE different, and plagiarism policies should account for those differences.

3. **Design writing assignments and respond to student writing in ways that discourage plagiarism.**
   - Assign purposeful writing. Clearly identify relationship of assigned writing projects to course goals. (Don’t assume that the instructional purpose of the assignment should be obvious.) Corollary: Avoid boring, senseless, trivial, unduly burdensome, irrelevant, or otherwise ineptly designed writing projects.
Engage the students’ writing process ‡ Have students submit planning assignments, research notes, drafts, etc. and provide feedback on that work. (Note: Feedback doesn’t always have to be individual. Group feedback can be useful.) Be involved in the students’ writing process and interact with them throughout the writing process.

Have students “go public” with their work through peer review, email postings of planning assignments, publishing papers (via the web), in-class oral discussion of papers, etc.

Know your students’ writing styles ‡ especially through in-class writing (e.g., essay exams).

Create contextually specific writing projects. That is, establish assignment parameters that are not easily replicable: e.g., specify audience, number and type of sources, particular sources (or types of sources), particular methodology. The trick is to set parameters that make sense in terms of course goals and yet permit students some latitude in pursuing questions/topics of interest.

Design assignments to address current issues in a field or brand new topics (on which nobody has yet written very much) ‡ 9/11 papers in Fall 2002; the effect of the US Patriot Act on public policy. Or design assignments that call for original empirical research (e.g., interviews, first-hand observation, surveys).

Allow students to pursue significant questions and explore interesting (to them) topics.

Avoid the end-of-the-semester Monster Research Paper (15 doublespaced pages, 25 sources, open topic, unclear context) ‡ the kind of assignment which requires students to do a ton of work for very little perceived reward in the form of learning or (probably) instructor feedback.

Assign several shorter assignments instead of one larger assignment. (Q: Do the course goals require a major project? Or can the goals be met just as well with a series of shorter assignments?)

Employ portfolio grading ‡ have students submit notes and drafts for the project, not simply the final product. Grade the entire process, not just the end product.

Vary assignments from semester to semester. (Or, if you want to use the same assignment, then have students turn in, and you keep, a second, “archival copy.”)

Follow up on cases of suspected plagiarism (with colleagues; with published sources; via Internet search).

4. Stress a positive ethic of collaboration and acceptable use of others’ work/writing (vs. a punitive approach). Stress the necessity of an ethic of fair use in a community of researchers and scholars.

Encourage students to be honest and forthright about their use of others’ work/writing. (When in doubt, students should ask instructor’s permission, ideally early in the writing process.)

To be effective writers, students should:
- Consult and use other sources of information (but learn the conventional methods for crediting those other sources of information).
- Collaborate with others (but recognize the difference between “appropriate” and “inappropriate” collaboration in academic and professional contexts).
- Credit others’ contribution to their work (in conventional and appropriate ways).
- Understand the laws, ethics, and policies that guide appropriate use of others’ work or written material.

Appendix 1.
Four Basic Ethical Principles of Copyright and Use of Others’ Writing

You should credit others’ contributions to your work. You should not claim, as your own, work that you have not done
You should be willing to share your own work with others to promote the development of knowledge and the good of society.
You should use others’ work, in appropriate ways, to inform your own work. In some cases, the Fair Use clause of copyright law allows you to use others’ work without asking their permission (e.g., for purposes of critique and education). In other cases, you must have the author’s permission to use their
work. In some cases where law might allow you to use others’ work, ethical considerations require that you ask permission.

- If you have doubts about whether or not you are using your own or others’ writing ethically and legally, ask your instructor. Follow this primary principle: Be up front and honest about what you are doing and about what you have contributed to a project.

Appendix 2.

Problematic Cases for Discussion

In each scenario, identify whether the writer’s actions constitute an instance of: (a) plagiarism, (b) academic dishonesty, (c) copyright infringement, (d) some of the above, or (e) none of the above. In each situation, adopt both the instructor’s and the student’s point of view to determine: (a) What can/should the instructor do in response to the situation? and (b) What can/should the student do in the first place to avoid or correct a problem?

A. Jennifer, a graduating MSU senior, pastes a version of the MSU logo as a graphic on her resume (both the print version and the electronic version), which she sends out to potential employers.

B. Jim, a graduate student in English, recycles his senior undergraduate thesis paper for use in a graduate course. The original paper was the student’s own work. However, Jim submits the paper in nearly its original form, with only minor revisions.

C. Jenna asks her roommate to proofread a paper that she is submitting in her ATL Tier I writing course. The roommate provides extensive proofreading corrections and some stylistic suggestions as well (including recommending different phrasing for some passages).

D. A history teacher discovers that one of her better students, Mike, has used direct quotation in a paper (an entire sentence), but without using quotation marks. Mike did, however, identify the source for the quotation in his bibliography — which makes the teacher wonder whether it is an act of intentional or accidental plagiarism.

E. A writing teacher gets a paper from one of his weaker students, Charles, at the end of the semester. The paper is much better stylistically than anything Charles has written so far in the semester (very few grammatical errors, but does have some; stylistically fluent and mature), and the teacher very much doubts that it is Charles’ own original work. The teacher checks on the Internet to try to find the paper (or pieces of it), but is unable to find clear and compelling evidence of plagiarism.

F. A teacher asks students to create a web page of annotated sources on a given historical topic. Jane locates a web page with an interestingly distinctive layout and uses that web page template as the basis for her own assignment. She collects and annotates the historical sources on her own, but she “borrows” the HTML coding pertaining to the format and typography of the page.

G. In his technical writing graduate course, Heping recycles a report that he wrote as part of his job as an automotive engineer. Because the report data are proprietary, Heping changes the technical specifications and the budget numbers, substituting fictional data.

H. Jorge belongs to a Usenet group that discusses the effects of recent federal and state legislation on the work of environmental scientists. (a) In a research report written for an ES graduate class, he borrows some of the general ideas discussed in that group, presenting them as his own ideas without referencing individuals or the group at large. (b) In a research report written for an ES graduate class, he quotes specific individuals from the group, indicating their names and using appropriate conventions for quoting sources as specified by the instructor. However, he does not ask their permission to quote their postings.

I. Jean collects survey information from her fellow graduate students in educational psychology, and uses that information as the basis for a graduate research paper. (The survey asks participants about their sexual behaviors as well as about their attitudes toward sexuality.) Jean gets oral permission from the students to use the information they have provided (she uses it anonymously), but she does not clear this research with the University committee on the use of human subjects or with her course professor.
Appendix 3.
Resources

Resources on Plagiarism and Academic Honesty (WRAC web site, developed by Dânielle DeVoss)
http://www.msu.edu/~wrac/t1/plagiarism.htm

Avoiding Plagiarism (Purdue University OWL)
http://owl.english.purdue.edu/handouts/research/r_plagiar.html

Thinking and Talking About Plagiarism (Nick Carbone)
http://bedfordstmartins.com/technotes/techtiparchive/ttip102401.htm
Bibliography of Plagiarism Research in Writing/Composition (Rebecca Moore Howard)
http://wrt-howard.syr.edu/articles.html

Anti-Plagiarism Strategies for Research Papers (Robert Harris)
http://www.virtualsalt.com/antiplag.htm

http://creativecommons.org/

What is Creative Commons?
Creative Commons is a nonprofit organization that enables the sharing and use of creativity and knowledge through free legal tools. Our free, easy-to-use copyright licenses provide a simple, standardized way to give the public permission to share and use your creative work — on conditions of your choice. CC licenses let you easily change your copyright terms from the default of “all rights reserved” to “some rights reserved.” Creative Commons licenses are not an alternative to copyright. They work alongside copyright and enable you to modify your copyright terms to best suit your needs.

What can Creative Commons do for me?
If you want to give people the right to share, use, and even build upon a work you’ve created, you should consider publishing it under a Creative Commons license. CC gives you flexibility (for example, you can choose to allow only non-commercial uses) and protects the people who use your work, so they don’t have to worry about copyright infringement, as long as they abide by the conditions you have specified.

If you’re looking for content that you can freely and legally use, there is a giant pool of CC-licensed creativity available to you. There are hundreds of millions of works — from songs and videos to scientific and academic material — available to the public for free and legal use under the terms of our copyright licenses, with more being contributed every day.
If you would like to see what kinds of companies and organizations are using Creative Commons licenses, visit our Who Uses CC? page.

If you would like to learn more about the different CC licenses, visit our licenses page.
For those creators wishing to opt out of copyright altogether, and to maximize the interoperability of data, Creative Commons also provides tools that allow work to be placed as squarely as possible in the public domain.
Attendance Policy, Excused Absences and Make-up Work

MSU Attendance Policy:
Class attendance at MSU is an "essential and intrinsic element of the educational process." The University attendance policy states that "no person is allowed to attend a class unless officially enrolled on a credit or non-credit basis with the appropriate fees paid. Students who attend, participate and strive to complete course requirements without formal enrollment will not receive credit for their work." (See "General Procedures and Regulations--Attendance" in the MSU Academic Programs catalog.)

As a result, a course attendance policy remains the prerogative of the instructor. While it is the responsibility of students to attend classes, it is the responsibility of instructors to explain in the course syllabus exactly how the course attendance policy, if any, affects a student's final course grade. This explanation should necessarily include the instructor's policy on excused absences and make-up assignments, quizzes, tests, exams, lab sessions and other course components missed during an excused absence. (See MSU Code of Teaching Responsibility.)

General Advice to Students
Research and practical experience demonstrate that class attendance is a major factor in how well students perform in a course. Therefore, you should take seriously your responsibility to attend class. Plan your course schedules carefully, paying special attention to the attendance policies of each course in which you plan to enroll. If you know you will miss several classes during a semester, for whatever reasons, check out your instructors' course Web sites to preview course attendance policies. If the policies are unclear or not posted on the Web, contact the instructors. If you determine that a course attendance policy will adversely affect your performance in a course because of known and unavoidable absences, consider enrolling in the course at another time, if possible.

Before a student asks his or her instructor for permission to make up course work missed because of an absence, for any reason, the student should consult the course syllabus for the instructor's stated policy on make-up work, including advanced notice of a pending absence. If the reason for the absence is among those that qualify for make-up work, the student should immediately talk to the instructor about completing the required assignments. The instructor's response should be consistent with the course attendance policy as stated in the course syllabus and also with the University guidelines regarding absences described in this Web site.

Remember, too, that some instructors allow their students to miss a specified number of classes without deducting attendance points that affect students' final course grades. In those situations, you may--or may not--be required to apply the specified number of excused absences to any of the five situations cited below. Further, while some instructors allow their students to miss a set number of class sessions without deducting attendance points, the attendance policy does not affect the instructor's related make-up policy. That means that while an instructor may not deduct a given number of points when you are absent because of a situation cited below, you may not be able to make up the missed course work. Read the course syllabus carefully--and ask if you have questions.

University-Addressed Absences:
(1) Observance of Major Religious Holidays
Each fall the provost issues a memorandum through the Faculty News Bulletin requesting instructors to accommodate students who miss classes to observe major religious holidays. The memorandum asks instructors to be "sensitive to the observance of these holidays so that students who absent themselves from classes on these days are not seriously disadvantaged." The annual memorandum also requires instructors to inform their students at the beginning of the semester if their attendance policies apply to religious observance.

Students who plan to be absent must inform their instructors and make necessary arrangements in advance of their absence. Instructors should inform students of the deadline(s) to complete assignments missed during their absence. Similarly, instructors who will miss class to observe a religious holiday must make arrangements in advance with their unit administrators, who in turn are responsible for covering the instructors' classes.

The MSU policy on religious observance appears in the Faculty Handbook and also on page 96 of the 2005-2007 Academic Programs catalog.
(2) Participation in Field Trips, Rehearsals and Performances
The University Committee on Academic Policy recommends that instructors cooperate with students who are required to attend university-sanctioned field trips, rehearsals and performances that conflict with other courses. Instructors requiring these events must, in advance, provide their students who have resulting course conflicts with a letter that verifies the event and the conflict. Students then must present this letter to the instructors of the courses in conflict with the event.

While the university encourages cooperation between faculty to avoid disadvantaging students, requests for both excused absences and permission for students to submit make-up work remain the prerogative of the instructors. Instructors should include the dates of required field trips, rehearsals and performances in their course syllabi to alert students of possible conflicts and thereby allow the students to plan their class schedules accordingly.

(3) Common Tests or Exams for Multi-Section Courses
Instructors sometimes schedule common tests and/or final exams for multi-section courses, resulting in conflicts with some students' other courses. When this occurs, the instructor of the multi-section course must provide alternative dates for make-up tests or exams. Scheduling a common test or final exam cannot take place without authorization from unit heads of multi-section courses. Instructors should alert their students to these schedule changes in their course syllabus.

(4) Participation in University-Approved Athletic Events
Student-athletes are excused from classes to participate in university-approved events or games. Before missing classes, student-athletes must present their instructors with a letter signed by both the associate athletic director and the faculty representative to the Athletic Council. These letters confirm the dates and locations of the out-of-town events and, depending on the schedule, may be issued as frequently as once a week. An excused absence does not excuse a student-athlete from completing course work missed during their absences.

Further, some instructors develop an attendance policy as stated in the course syllabus that allows students to miss a given number of class sessions. These instructors may not permit student-athletes to exceed that number, even if game-related travel is the reason for the student-athlete's absence. In addition, instructors whose course syllabus indicates that students may drop their lowest grade on a particular assignment or test may not allow a student-athlete to make up course work missed during game-related travel. Instead, the instructor will apply the course make-up policy to the student-athlete's absence and drop the resulting failing grade on the assignment.

Four other attendance-related matters:
(1) Medical Excuses
Olin Health Center physicians will provide a student with a medical excuse only if the student's illness warrants such action (see below). If a student is examined by an Olin health care provider during the time he/she is ill, the provider will decide at that time if the student is too ill to attend classes. If an excuse is warranted, the provider will specify this on the patient instruction sheet, which the student will receive.
If the course syllabus includes a make-up option, the student would submit this form to his/her instructor in support of a request for an excused absence and an opportunity to make up course work missed during the student's illness.

If the patient instruction sheet does not include a recommendation for an excused absence, it would serve only to document that a student saw an Olin physician on a specific date. The form, then, would not support a request for an excused absence and should not be submitted to an instructor.

Many illnesses take several days to run their normal course and do not necessarily need to be evaluated or treated by a health care provider -- nor do they require an extended absence from class. Generally, to qualify for an Olin patient instruction sheet with a recommendation for an excused absence, the illness must be severe enough to warrant absence from classes. Students must see an Olin health-care provider when they are ill, not after they have missed a few classes, recovered, and have returned to class. Olin staff will not issue requests for medical excuses after the fact and without examining the student. Instructors may -- or may not -- honor an Olin physician's request, or any other physician's request, for an excused absence. This decision should be based on the instructor's attendance and assignment make-up policies, as stated in the course syllabus.

(2) Emergencies
Students who face emergencies, such as a death in the family, serious illness of a family member, court appearances, hazardous weather that makes attendance impossible or other situations beyond their control that preclude class attendance should notify their instructors immediately. Academic advisers often assist students in notifying instructors of such emergencies. Even with advanced notice, whether a student will be allowed to make up course work missed because of an emergency will depend on the attendance policy stated in the course syllabus. Different instructors may handle the identical situation differently. If instructors allow students to complete course work missed when students are absent, they should clearly indicate when that course work is due.
(3) Dean's Drop for Non-Attendance
Some schools/departments indicate in the Schedule of Courses that they may drop students who do not attend classes by the fourth class period (including lectures and labs) or the fifth day of the semester, whichever occurs first. This is called a “Dean's Drop.” It applies to courses in which demand is high but space is limited. Dropping students from this course allows other students to enroll. But this process doesn't always go as students plan. Some students expect their instructors will drop them when they fail to show up during the prescribed period. Instead, they end up flunking. However, some instructors do not initiate a Dean's Drop for absent students. Rather than drop these students for non-attendance early in the semester, instructors keep them on the class roll and fail them at the end of the semester.

To avoid such a calamity, students must check their enrollment status on Stu-Info before the fourth Thursday of fall semester or fourth Friday of the spring semester—the deadlines for dropping a course and receiving a 100 percent refund. If a course you've never attended appears on your list of courses, immediately drop the course. A refund will follow.

Students who discover they're still enrolled in a class they've never attended after the drop-with-a-refund deadline should go immediately to the office of the assistant dean of their college (or to the Undergraduate University Division advising office if they are no-preference students).

Students should then explain what happened and request a Dean's Drop with a full refund. Before a student is permitted to drop a course, however, the attending administrator will ask the instructor of the course in question to verify the student's non-attendance. Without this validation, the student will not be allowed to drop the course.

To review the "Drop for Non-Attendance" policy, see "General Procedures and Regulations--Attendance" in the MSU Academic Programs catalog.

(4) Final Exams
The university final exam policy allows instructors to impose severe consequences on students who miss a final exam without a "satisfactory explanation"; namely, a failing grade in the course. To avoid such dire action, the policy instructs students "unable to take a final examination because of illness or other reasons over which they have no control" to notify the associate dean of their college immediately. Students should be prepared to document their illness or the extenuating circumstances that caused them to miss the final exam.
Discussions at various workshops on academic honesty on this campus suggest that instructors are eager to take steps to discourage their students from cheating. That seems especially true with the proliferation of student plagiarism. What follows are faculty ideas and recommendations that have emerged from these workshops.

What is academic dishonesty?
Academic dishonesty at Michigan State University is defined by the General Student Regulations as conduct that violates the fundamental principles of truth, honesty, and integrity. The following conduct is specifically cited:

- Supplying or using work or answers that are not one's own.
- Providing or accepting assistance with completing assignments or examinations.
- Interfering through any means with another's academic work.
- Faking data or results.

In addition, falsification of admission and academic records constitute academic misconduct.

What general techniques help discourage students from cheating, regardless of the nature of the assignment or test?
Examples abound, but faculty practice will vary, depending on (1) the number of students in the class, (2) the size of the classroom, (3) the seating arrangement in the classroom; (4) the type of test you administer (essay answers or electronically scanned sheets), and (5) your comfort level in invoking any of the techniques below:

- First and foremost, explain to your students that they share with you the responsibility for “maintaining the integrity of scholarship, grades and professional standards,” as stated in Article 2.3.3 of the Academic Freedom Report.
- Early in the semester, discuss the current issues of honesty and integrity on campus and in the workplace. Provide examples of cheating and its consequences on students, academicians, and professionals in your field of study.
- Explain any deterrents you use to curtail cheating, and spell out the consequences you will impose if a student does cheat. Consider putting this information in a handout and/or on your course Web site. Your goal here is to establish mutual respect between you and your students.
- Try to avoid a grading scheme that establishes grades as a limited resource; e.g., awarding a fixed number of 4.0’s and an equal number of 0.0’s.
- Consider establishing an honor system among the students enrolled in your course.

Should instructors include a statement on academic honesty and integrity in their course syllabi?
No university policy requires such a statement, but instructors may consider the following:

Academic Honesty: Article 2.3.3 of the Academic Freedom Report states: “The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards.” In addition, (insert name of unit offering course) adheres to the policies on academic honesty specified in General Student Regulation 1.0, Protection of Scholarship and Grades; the all-University Policy on Integrity of Scholarship and Grades; and Ordinance 17.00, Examinations. (See Spartan Life: Student Handbook and Resource Guide and/or the MSU Web site www.msu.edu.) Therefore, unless authorized by your instructor, you are expected to complete all course assignments, including homework, lab work, quizzes, tests and exams, without assistance from any source. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course. Also, you are not authorized to use the www.allmsu.com Web site to complete any course work in this course. Students who violate MSU rules may receive a penalty grade, including but not limited to a failing grade on the assignment or in the course.

What specific techniques can I use to help curb cheating on quizzes, tests, and exams?
Again, the practice varies, depending on the variables cited above. Try these:

During class session(s) before the exam or quiz date:

- Remind students of your definition of academic dishonesty and the penalties you will impose on cheaters.
- Clarify the resources a student may bring into the classroom on the test day and those they may not bring (e.g.,
cellular phones, computers and other electronic devices not required to complete the test).

- Explain the measures you will take to curb cheating.
- Prepare multiple forms of the tests.
- Assign a number to each test.
- Assign students to a specific seat.
- Secure the assistance of proctors and train them.
- Familiarize students in advance with question formats and provide examples of excellent essay answers.
- Remind students to bring their MSU ID cards to class on the test day.

Immediately before the test or exam begins:

- Ask proctors to check the IDs as students enter classroom, or have students "swipe" ID cards through scanner.
- Instruct students to sign test booklets.
- Count test takers, scan sheets, and test booklets.
- Instruct students to place all gear on the floor beneath their assigned seats.
- Require students to turn baseball caps backwards or remove them.
- If you instruct students to bring blue books to the exam, require them to exchange blue books with at least one other student before beginning the exam, or collect all blue books and redistribute them randomly.
- Require students to turn off cell phones and put them and any other unauthorized electronic devices out of sight.
- If you provide blue books, stamp, number, or initial each and distribute after desks are cleared.

During the exam:

- Position proctors, if available, throughout the classroom.
- Monitor students by moving around the classroom, but avoid distracting students.
- Stop inappropriate behavior (i.e., making inappropriate noise, exchanging pencils or pens).
- Take attendance.
- Consider denying students the opportunity to take exam if they arrive after first student has completed exam and left the classroom.

After the test:

- Compute correlation on wrong/correct answers with students seated near one another.
- Shred old exams.
- Collect all available evidence (crib sheets, reports from proctors, other student comments, etc.) to support an accusation of academic dishonesty.
- If you use statistical evidence to support an allegation of cheating, base data on the performance of all students in the class.
- Meet with students suspected of cheating individually, privately, and immediately to discuss your concerns and present all evidence supporting your allegation of cheating.
- Confirm absences by comparing attendance records with submitted exams.

What specific measures do you recommend to discourage cheating on written assignments, laboratory assignments, and other projects?

Many techniques are available to instructors:

- Clarify the resources your students may use in completing assignments.
- Remind students of your policy on collaboration.
- Include the due dates for major assignments in your course syllabus to enable students to schedule adequate time to complete these assignments.
- Warn students of common tip-offs to dishonesty (i.e., writing style, topic does not match the assignment, type face on the title page does not match type in the body of the assignment, the assignment is photocopied but the cover page is an original).
- Prepare a handout that explains your expectations for written assignments, including format, style, documentation, and footnotes.
- Vary topics or create new questions around a common theme each semester.
- Explain what you consider to be acceptable use of information found on the Internet.
- Before an assignment is due, require students to report on their progress (e.g., topic proposal, outline) and/or submit drafts at various intervals.
- Early in the term, assign in-class written work to become familiar with your students' writing styles and abilities.

When and where should I confront a student I believe has committed an act of academic dishonesty?

First, it’s important to meet with the student as soon as possible to explain what led you to suspect the student may have cheated. If the situation involves cheating during a test, exam or a lab session, avoid in-class confrontations, which are apt to disrupt classroom decorum and potentially disrupt other students taking the test. For the same reason, do not ask a student who you suspect is cheating to move to another seat or desk in the classroom. Instead, if you have a proctor, ask him or her to observe the student you suspect is cheating. If you don’t have an assistant, document the student’s actions that led you to believe s/he is cheating. As an alternative, some instructors will stand for a short time near the suspect student to stop the perceived cheating. Immediately after the test, exam
or lab session, ask the student to remain in the classroom to speak to you privately. If that’s not possible, ask the student to visit you during office hours or at a mutually convenient time—the sooner the better.

If the cheating involves plagiarism or some other act of academic dishonesty, also invite the student to meet with you in your office at a mutually convenient time. It’s best to extend this invitation in person (e.g., before or after class).

**What do I say to the student when we meet?**

In a non-adversarial tone, explain to the student what you observed and why you suspect the student had cheated. Remember, at this stage of the process, you are seeking information and should not have formed an iron-clad conclusion about the academic misconduct. Leave the door open for the possibility that you might be wrong. Then give the student an opportunity to explain his or her actions. Some students will quickly confess; others will deny the allegation—some more vociferously than others. Still others will be flabbergasted and unable to respond coherently. Allow them time to compose themselves, even if that means meeting again ASAP.

**What should I do if the student convinces me I was wrong?**

Advise the student that although you no longer believe an act of academic dishonesty has occurred, he or she may want to avoid the specific behavior that led to your allegation, lest she or he revisit this experience. Then assure the student that the issue is closed.

**What should I do if I can’t decide on a course of action?**

If you are undecided about what to do following the conversation with the student, tell the student you will consider his or her comments and will get back to him or her after you consult with anyone of the following: the test proctor; your department chair/school director; your supervisor, if you are a TA; and the Ombudsman. With the exception of the proctor, you should not identify the student. Following your conversations, notify the student of your decision. If you decide to issue a penalty grade in the course, follow the steps outlined below.

**How much evidence is needed to accuse a student of academic dishonesty?**

The standard of evidence at Michigan State University is "the preponderance of evidence" (that which is more convincing, more credible, and of greater weight). If a student formally appeals a penalty grade, the faculty member must be prepared to make his or her case on the basis of the preponderance of evidence. The burden of proof is on the faculty member. Suspicions of cheating are not enough evidence. For example, moving a student during a test based on a suspicion of cheating is an implicit accusation of cheating. This action, however, places the student in a position of being unable to appeal an implicit charge, since no actual charge has been made; that is, no penalty grade has been issued.

**What do I do if I’m certain the student has committed an act of academic dishonesty?**

If your discussion with the student confirms your position that the student has cheated, tell the student that you plan to proceed with the allegation. (You can refer to General Student Regulation 1.00 - Protection of Scholarship and Grades.) Tell the student that you will consider an appropriate penalty grade and notify him or her after making your decision. A penalty grade can be a failing grade on the assignment or in the course, depending on the severity or recurrence of the academic misconduct. Inform the student of his or her right to appeal the allegation. You also can refer the student to the University Ombudsman for a review of MSU policies and procedures regarding academic dishonesty and the appeal process.

If you decide to assign a failing grade in the course for academic dishonesty, and the student decides to contest the allegation via the formal grievance hearing process, the student may continue to attend class and complete all assignments. You also can expect the student to make an appointment to revisit the matter with you, as part of the formal appeal process. Remember, too, that if the student requests a hearing to contest the allegation, you will have to share the evidence upon which you are basing your allegation with the student. In cases involving plagiarism, you should make a copy of the student’s work for your files. This will be especially helpful should the student appeal your allegation to a departmental hearing board.

**What do I do if I decide to fail the student in the course?**

If you decide to give the student a failing grade in the course, you are required to send the student’s dean a letter explaining the circumstances that led to the penalty grade. If this decision occurs before the middle of the semester, your letter to the student's dean should request that the dean call on the Registrar's Office to place a hold on the student's academic records. That will prevent the student from dropping the course before the failing grade is recorded. After the hold has been placed, notify the student of your decision to issue a failing grade in the course and his/her right to appeal your decision. Students who are given a failing grade in the course for an act of academic dishonesty may appeal the charge and may continue to attend class and complete all course work. If the act of academic dishonesty is particularly egregious, you also can request the student's academic dean to call for a disciplinary hearing to consider additional sanctions, or the dean, upon receipt of your letter, can independently call for a disciplinary hearing as well. In either situation, the dean will contact the Assistant Provost for Undergraduate Education, who, in turn, will schedule a meeting with the undergraduate student to offer the options of having an administrative disciplinary hearing or a disciplinary hearing conducted by the college hearing board in the college in which the academic misconduct occurred. Additional sanctions could include suspension from the University.
In a case involving a graduate student and a call for a disciplinary hearing, the student's dean will refer the case directly to the college hearing board in the college where the academic misconduct occurred. If a student referred for disciplinary hearing wishes to contest the allegation, he or she may request a hearing before the department/school hearing board in the department/school in which the alleged academic misconduct occurred if the disciplinary hearing panel finds no basis for additional sanctions.

**If I'm sure a student has cheated, what are the university-approved penalties?**
As discussed above, if you are certain one of your students has committed an act of academic dishonesty, you then need to decide if you want to issue a “penalty grade,” generally defined in the AFR and GSRR as a grade based on a charge of academic dishonesty. A penalty grade can be a failing grade in the course or on the assignment – or any other grade that “penalizes” the student for his or her academic misconduct. The **Integrity of Scholarship and Grades** policy authorizes the failing grade in the course or on the assignment, but it does not require such a grade. It’s your choice. Also, if you issue a failing grade in the course based only on academic dishonesty, you are required to send a letter to the student's academic dean to explain the circumstances. If the academic misconduct is especially egregious or a repeat offense, you or the student's dean can request a disciplinary hearing to consider sanctions in addition to the failing grade in the course. (See **Integrity of Scholarship and Grades** policy.)

If you decide to give the student a penalty grade on an assignment for academic dishonesty, you need not send any letters to anyone, but you must inform the student of the reason for the penalty grade.

**If I decide issue a failing grade in the course, can I instruct the student to stop attending class?**
No, but as you know, once you inform a student that he or she will flunk the course, that student isn’t likely to return to your classroom - unless he or she plans to appeal the allegation of academic dishonesty. If that’s the case, the student has a right to complete the course without prejudice. If the hearing board supports your position, the failing grade will stand, but the student also has a right to appeal that decision. If the hearing board supports the student’s position, it will ask for a reassessment of the student’s grade. You can appeal this decision, however. (Note: Normally, the initial hearing to contest an allegation of academic dishonesty takes place in the department/school that offers the course. Appeals of a department/school hearing board decision take place at the college level. The instructor bears the burden of proof at the initial level. Students also have a right to appeal an allegation of academic dishonesty in which they receive a penalty grade on the assignment. For more information about academic hearings, see [http://www.msu.edu/unit/ombud/grievance.html](http://www.msu.edu/unit/ombud/grievance.html).)

**What do I do if I suspect a student has cheated after the final exam session?**
If you first suspect a student has cheated after the end of the semester but before you submit your grades, immediately try to contact the student by phone or e-mail. If that fails, you have the option of issuing the student an I-Incomplete grade, as opposed to issuing a penalty grade on the assignment or in the course. When the student discovers the unexpected “I” on the transcript, s/he will try to contact you.

**What should I know about cheating in online courses?**
Not having taught a course online, I can only refer you to an article a colleague sent me that addresses academic dishonesty in online courses: [http://www.westga.edu/~distance/ojdla/summer72/rowe72.html](http://www.westga.edu/~distance/ojdla/summer72/rowe72.html)
The bibliography is extensive.

**Where can I go for help?**
Talk to your department chair/school director or call the Office of the Ombudsman (353-8830).
For university policies and regulations on academic dishonesty, see **General Student Regulations**, **Integrity of Scholarship and Grades**, the **Academic Freedom Report** (specifically, Articles 2.4.6, 2.4.6.2, 2.4.8, 2.4.9, 4.2.4, 8.1.15, and 8.1.16). Similar language is also found in the **Graduate Student Rights and Responsibilities** and the **Medical Student Rights and Responsibilities** documents. See also **Plagiarism** and **Cheating from where a student sits**.

Note to faculty: If you have examples of how you deter academic dishonesty, please share them with the ombudsman by e-mail (soffin@msu.edu), note or telephone call. We will modify this site as suggestions come forward.

Questions? **Contact the Ombudsman.**
Academic honesty and integrity are fundamental values in a community of scholars. As stated in the MSU Academic Freedom Report, students and faculty share a commitment to and responsibility for "maintaining the integrity of scholarship, grades, and professional standards." To abuse these values is to assault one's own personal integrity and character. Yet cheating occurs on this campus and elsewhere. One researcher has called cheating an "international epidemic."

The best way to protect yourself from an allegation of academic dishonesty is simple: Don't cheat. Read on for the answers to frequently asked questions on this topic, which is of increasing interest on campuses throughout the world.

I think I know what cheating is, but how does MSU define cheating?

Start with the Academic Freedom Report, especially Article 2. Then move on to Protection of Scholarship and Grades. This defines academic dishonesty as conduct that violates the fundamental principles of truth, honesty, and integrity. The following conduct is specifically cited:

- supplying or using work or answers that are not one's own;
- providing or accepting assistance with completing assignments or examinations;
- interfering through any means with another's academic work;
- faking data or results.

From this, it's obvious that you can't -- or at least shouldn't:

- turn in an exam, paper, or project that is not wholly your own work;
- copy answers from another student's exam or test;
- get questions and/or answers from students who have already taken an exam or quiz you are scheduled to take;
- have another person take a test for you;
- submit the same paper for two or more classes;
- use other authors' ideas and phrases without proper attribution; and
- collaborate with other students on projects or assignments without your instructor's permission.

How can I avoid even being suspected of cheating?

Your question assumes that innocent behavior can attract negative attention from instructors, and that may be true. To protect yourself from any suspicion of cheating, try the following.

When taking quizzes, tests or exams:

- keep your eyes fixed firmly on your blue book or score sheet;
- don't take any unauthorized gear to the test site, (e.g., study notes, textbooks, calculators, cell phones);
- place your personal belongings under your desk and out of sight;
- don't fiddle (e.g., tap your pencil or fingers, rearrange your clothing);
- take your cap off;
- if you are required to provide blue books, be sure they are void of even the slightest hint of notes and no pages are missing.

When completing lab projects, term papers and take-home tests:

- if previous assignments required team projects, ask your instructor if he or she expects students to collaborate on the test, and if so, whether each group is expected to submit a single response or each member of the group is expected to submit separate responses independent of one another;
- stay far away from Internet paper mills and files full of other students' exams or term papers;
- know what plagiarism is so you can avoid it. [Plagiarism (from the Latin plagarius, an abductor, and plagiare, to steal): Plagiarism is defined as presenting another person's work or ideas as one's own.]
What do I do if my instructor accuses me of cheating—and I really didn't do it?
If this should happen, don't get angry or retaliate with rudeness. Take a deep breath, get out paper and pencil for note taking, and politely ask your instructor what evidence she or he has to support such a serious allegation. Carefully and calmly take notes on each point of evidence. Ask your instructor to meet with you as soon as possible so that you can present evidence to refute the allegation. Then, immediately locate witnesses or evidence (e.g., notes, drafts, study partners) that can be used to establish your innocence and take the information to the scheduled appointment with your instructor. You also may seek assistance from the Office of the Ombudsman. The Ombudsman can tell you what your rights are and explain the appeals process, should that be necessary. Briefly, an appeal for either the accusation or sanction begins with meeting with the instructor. If a resolution is not reached, the next step is to meet with the department chair/school director. A formal hearing would follow if the unit head or the Ombudsman cannot resolve the issue.

What happens to me if I am guilty of cheating?
If your instructor believes you have committed an act of academic misconduct, s/he may give you a penalty grade—either a failing grade on the assignment or in the course. If your instructor gives you a failing grade in the course, the Integrity of Scholarship and Grades All-University Policy requires your instructor to send a letter to your dean to explain the circumstances. Depending on the seriousness and extent of violation, the instructor also may request the dean to call for a disciplinary hearing to impose additional sanctions or penalties. Visit the Ombudsman to clarify the procedures and policies.

If I see a student cheating, what should I do?
MSU does not have an Honor Code, so you are not required to report this incident to your instructor. On the other hand, you can inform your instructor about students you believe are cheating. If your instructor wishes to pursue your allegation, he or she would then have to independently investigate the matter to collect evidence to corroborate the charges.

Any other advice?
Again, don't cheat. The stakes are too costly for your academic career and your reputation. Faculty are increasingly resorting to various strategies to discourage their students from committing any acts of academic dishonesty, including stepping up their monitoring of students during exams. If you need assistance in passing a course, seek help from your instructor. The Learning Resources Center can provide you with strategies to improve your study skills and habits. Start on projects early in the term, give yourself adequate time to study for exams, and don't pressure yourself to be perfect. See also Plagiarism and Cheating from where the faculty sits.

Need assistance? Contact the Ombudsman.
REVISED CODE OF TEACHING RESPONSIBILITY

(Effective fall semester 2005)

Satisfaction of teaching responsibilities by instructional staff members (herein referred to as instructors) is essential to the successful functioning of a university. This University conceives these responsibilities to be so important that performance by instructors in meeting the provisions of this Code shall be taken into consideration in determining salary increases, tenure, and promotion.

1. Course content:
   Instructors shall be responsible for ensuring that the content of the courses they teach is consistent with the course descriptions approved by the University Committee on Curriculum and the Academic Council. Instructors shall direct class activities toward the fulfillment of course objectives and shall evaluate student performance in a manner consistent with these objectives.

2. Course syllabi:
   Instructors shall be responsible for distributing a course syllabus (either in print or electronic form) at the beginning of the semester. The syllabus shall minimally include:
   
   (a) instructional objectives;
   (b) instructor contact information and office hours;
   (c) grading criteria and methods used to determine final course grades;
   (d) date of the final examination and tentative dates of required assignments, quizzes, and tests, if applicable;
   (e) attendance policy, if different from the University attendance policy and especially when that attendance policy affects student grades; and
   (f) required and recommended course materials to be purchased, including textbooks and supplies.

3. Student Assessment and Final Grades:
   Instructors shall be responsible for informing students, in a timely manner so as to enhance learning, of the grading criteria and methods used to determine grades on individual assignments. Instructors shall be responsible for assessing a student’s performance based on announced criteria and on standards of academic achievement. Instructors shall submit final course grades in accordance with University deadlines.

4. Testing Documents:
   Instructors shall be responsible for returning to students student answers to quizzes, tests, and examinations with such promptness to enhance the learning experience. Instructors shall retain final examination answers for at least one semester to allow students to review or to retrieve them. All testing questions (whether on quizzes, tests, or mid-semester or final examinations) are an integral part of course materials, and the decision whether to allow students to retain them is left to the discretion of the instructor.

5. Term Papers and Comparable Projects:
   Instructors shall be responsible for returning to students student term papers and other comparable projects with sufficient promptness to enhance the learning experience. Term papers and other comparable projects are the property of students who prepare them. Instructors shall retain such unclaimed course work for at least one semester to allow students to retrieve such work. Instructors have a right to retain a copy of student course work for their own files.

6. Class Meetings:
   Instructors shall be responsible for meeting their classes regularly and at scheduled times. To allow units to take appropriate action, instructors shall notify their units if they are to be absent and have not made suitable arrangements regarding their classes.
7. Applicability of the Code of Teaching Responsibility to Student Assistants:
Instructors of courses in which assistants are authorized to perform teaching, grading, or other instructional functions shall be responsible for acquainting such individuals with the provisions of this Code and for monitoring their compliance.

8. Instructor Accessibility to Students:
Instructors shall be responsible for being accessible to students outside of class time and therefore shall schedule and keep office hours for student conferences. Office hours should be scheduled at times convenient to both students and instructors with the additional option of mutually convenient prearranged appointments for students whose schedules conflict with announced office hours. Each teaching unit shall determine the minimum number of office hours for instructors in that unit. Instructors who serve as academic advisors also shall be responsible for maintaining appropriate office hours before and during enrollment periods. In addition to office hours, instructor accessibility through e-mail and other means is encouraged.

9. Commercialization of Course Notes and Materials:
The University prohibits students from commercializing their notes of lectures and University-provided class materials without the written consent of the instructor. Instructors may allow commercialization by including permission in the course syllabus or other written statement distributed to all students in the class.

Hearing Procedures

1. Students may register complaints regarding an instructor’s failure to comply with the provisions of the Code of Teaching Responsibility directly with that instructor.

2. Students may also take complaints directly to teaching units’ chief administrators or their designates. If those persons are unable to resolve matters to the student’s satisfaction, they are obligated to transmit written complaints to unit committees charged with hearing such complaints. A copy of any complaint transmitted shall be sent to the instructor. A written report of the action or recommendation of such groups will be forwarded to the student and to the instructor, normally within ten working days of the receipt of the complaint.

3. Complaints coming to the University Ombudsman will be reported, in writing, to chief administrators of the teaching units involved when in the Ombudsman’s opinion a hearing appears necessary. It will be the responsibility of chief administrators or their designates to inform the instructor and to refer such unresolved complaints to the unit committees charged with hearing such complaints. A written report of the action or recommendation of such groups will be forwarded to the University Ombudsman, to the student, and to the instructor, normally within ten working days of the receipt of the complaint.

4. Students wishing to appeal a teaching unit action or recommendation may do so as outlined in Academic Freedom for Students at Michigan State University, Graduate Student Rights and Responsibilities, or Medical Student Rights and Responsibilities. Such complaints must normally be initiated no later than the middle of the semester following the one wherein alleged violations occurred. Exceptions shall be made in cases where the involved instructor or student is absent from the University during the semester following the one wherein alleged violations occurred.
Frequently Asked Questions about Course Syllabi

Note: The following informs instructors of required content for course syllabi, recommends still other content for syllabi and addresses common issues related to syllabi.

**Am I required to provide a course syllabus to my students?**
Yes. Effective fall 2005, MSU instructors are required to distribute a course syllabus, either in print or online, to their students at the beginning of the semester. (See the revised **Code of Teaching Responsibility**, which was approved by Academic Council on April 29, 2005.)

**What am I required to include in my course syllabi?**
The recently-revised **Code of Teaching Responsibility** minimally requires instructors to inform their students at the beginning of the semester of the following:

1. course content and instructional objectives, which must be consistent with the university-approved course description found in the MSU **Descriptions of Courses** catalog;
2. instructor contact information and office hours, with a provision for arranged office hours to accommodate students whose schedules conflict with the regularly-scheduled office hours; office hours must comply with the minimum number of hours approved by each unit;
3. grading criteria and method used to determine final course grade;
4. date of final examination, scheduled according to the **University final exam schedule**, and tentative dates of required assignments, quizzes, and tests, if applicable;
5. attendance policy, if different from the **University attendance policy** and especially when the attendance policy affects students' grades; and
6. required and recommended course materials, including textbooks and supplies.

**What other information should be included in a course syllabus?**
Instructors should consider including:

1. course number and title, section number (if applicable) and scheduled class time;
2. course Web site (if applicable);
3. instructor’s (and TA’s, if applicable) name, office address, phone number and e-mail address, with recommendations on which method of contact the instructor prefers;
4. tentative deadlines for required and recommended readings;
5. tentative schedule of course topics;
6. required field trips, rehearsals, etc., scheduled outside of regularly-scheduled class time, along with any accompanying fees and tickets;
7. make-up policy for designated course work;
8. tardy policy and its impact, if any, on grades;
9. common test dates for all sections of a multi-section course, as approved by the unit;
10. course prerequisites and restrictions, as they appear in the **Descriptions of Courses** catalog;
11. information about required course-management software, such as ANGEL;
12. any course procedures unique to the course that might cause students to reconsider their enrollment in the course, and
13. policy for use of cell phones, calculators and other electronic equipment in the classroom.

**What university policies or procedures should I consider including in my syllabus?**
Consider including any of these statements:

1. **Academic Honesty:** Article 2.3.3 of the **Academic Freedom Report** states that "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the (insert name of unit offering course) adheres to the policies on academic honesty as specified in General Student Regulations 1.0, **Protection of Scholarship and Grades**; the all-University Policy on **Integrity of Scholarship and Grades**; and Ordinance
17.00. Examinations. (See Spartan Life: Student Handbook and Resource Guide and/or the MSU Web site: www.msu.edu.) Therefore, unless authorized by your instructor, you are expected to complete all course assignments, including homework, lab work, quizzes, tests and exams, without assistance from any source. You are expected to develop original work for this course; therefore, you may not submit course work you completed for another course to satisfy the requirements for this course. Also, you are not authorized to use the www.allmsu.com Web site to complete any course work in (insert course number here). Students who violate MSU rules may receive a penalty grade, including--but not limited to--a failing grade on the assignment or in the course. Contact your instructor if you are unsure about the appropriateness of your course work. (See also http://www.msu.edu/unit/ombud/honestylinks.html)

2. **Accommodations for Students with Disabilities:** Students with disabilities should contact the Resource Center for Persons with Disabilities to establish reasonable accommodations. For an appointment with a disability specialist, call 353-9642 (voice), 355-1293 (TTY), or visit MyProfile.rcpd.msu.edu.

3. **Drops and Adds:** The last day to add this course is the end of the first week of classes. The last day to drop this course with a 100 percent refund and no grade reported is (insert date). The last day to drop this course with no refund and no grade reported is (insert date). You should immediately make a copy of your amended schedule to verify you have added or dropped this course.

4. **Commercialized Lecture Notes:** Commercialization of lecture notes and university-provided course materials is permitted [not permitted] in this course.**

5. **Attendance:** Students whose names do not appear on the official class list for this course may not attend this class. Students who fail to attend the first four class sessions or class by the fifth day of the semester, whichever occurs first, may be dropped from the course.

6. **Internet:** Some professional journals will not consider a submission for publication if the article has appeared on the Internet. Please notify your instructor in writing if you do not want your course papers posted to the course Web site.

7. **Disruptive Behavior:** Article 2.3.5 of the Academic Freedom Report (AFR) for students at Michigan State University states: "The student's behavior in the classroom shall be conducive to the teaching and learning process for all concerned." Article 2.3.10 of the AFR states that "The student has a right to scholarly relationships with faculty based on mutual trust and civility." General Student Regulation 5.02 states: "No student shall . . . interfere with the functions and services of the University (for example, but not limited to, classes . . .) such that the function or service is obstructed or disrupted. Students whose conduct adversely affects the learning environment in this classroom may be subject to disciplinary action through the Student Faculty Judiciary process.

What are my options for attendance and excused absences?
For details, see Attendance Policy, Excused Absences and Make-up Work on the Ombudsman's Web site. This site includes discussion of student observance of major religious holidays, student-athlete participation in athletic competition, student participation in university-approved field trips, medical excuses and a dean's drop for students who fail to attend class sessions at the beginning of the semester.

Can I distribute my course syllabus only online?
Yes and, again, it must be accessible to students at the beginning of the semester.

Once I distribute my course syllabus, can I change it?
The newly revised Code of Teaching Responsibility does not address the issue of changing a course syllabi after the semester is underway. Absent such language, an instructor may choose to exercise that option. If so, they should inform their students of such changes in writing or online, just like their original syllabi. Students often complain about instructors who change their syllabus, but only, of course, when they believe the changes hinder their performance in the course. After all, they argue, the syllabus is a factor in deciding to remain in the course. If changes follow, especially after the tuition-refund period, they're stuck in a course they would otherwise have dropped.

Is the course syllabus considered a “contract” between my students and me?
No, the course syllabus is not technically a legal contract. That said, it remains your responsibility to meet course expectations and follow course procedures you announced at the beginning of the semester, per the Code of Teaching Responsibility, the AFR, the GSRR and the faculty handbook.

*Tuition covers the costs of course syllabi; therefore, instructors may not include syllabi in course packets that students are required to purchase.

**Note: The Code of Teaching Responsibility requires instructors who permit students to commercialize their class lecture notes to include a statement in their course syllabi that gives such permission. Absent such permission, students may not do so.
What are the "Most Frequently Asked Questions" about final exams?

Q: Are instructors required to give final exams?
A: No.

Q: Can my instructors change the time and day of my final exams from what appears in the University Final Exam Schedule?
A: Yes, but only with the permission of the Office of the Registrar.

Q: If my instructors don’t schedule final exams, can they require me to submit final course assignments or take-home exams at the beginning of finals week?
A: No. The deadline can be no sooner than the date and hour of the scheduled final exam session for each course.

Q: Are my instructors required to meet with their classes during scheduled final exam sessions if they don’t give final exams?
A: Yes.

Q: Are my instructors required to schedule office hours during finals week?
A: Yes, or, they must, in another way, be available to their students during finals week.

Q: I have three final exams scheduled on the same day. Can I reschedule one of them?
A: Yes. Report to the Academic Student Affairs Office of the college in which you are majoring (or the University Undergraduate Division advising office) and ask for assistance for rearranging one (and only one) of those final exams. Be prepared to verify that you have three exams on the same day.

Q: One of my final exams is called a “common” final (one exam time for a multi-section course). The time conflicts with the scheduled final exam for another class. Can I reschedule one of these exams?
A: Yes, but priority goes to the course without a common final exam. The department/school offering the course with the common final must arrange for a make-up exam for you.

Q: Can I get an excused absence for missing a final exam because of illness or a catastrophic event?
A: Yes and No. It all depends on what happened to you and when you reported it. The University Final Exam Policy says if you miss a final exam because of a circumstance you have no control over, you must immediately contact the assistant dean (either for undergraduate or graduate education) in the college in which you are a major (or UUD). Again, be prepared to present evidence to support your excuse. Each excuse will be evaluated on its merit.

Q: Where can I find the University Final Exam Policy?
A: Here's the Web site, which also includes the University Final Exam Schedule:
www.reg.msu.edu/ROInfo/Calendar/FinalExam.asp
I'm a TA. What can I do to reduce conflicts between my students and me?

TAs are especially at risk when they have conflicts with students. What is important is not whether conflict occurs (some conflict may be unavoidable), but how you, as a TA, respond to it when it does occur. Depending on your response, the energy from the conflict could blow up destructively, be contained as a mere irritation, or even be converted into creative understanding and growth.

Professor Joy Curtis, who served as Ombudsman at Michigan State University from 1991 through the summer of 1998, heard complaints from students every semester about TAs who were unsuccessful at managing conflict. She devised six basic principles which, if followed, should significantly reduce the number of student complaints campus-wide. These principles are as follows:

<table>
<thead>
<tr>
<th>Principle</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain Civility</td>
<td>In all cases, try to show an enlightened regard for your students' humanity. Although some students may strike you as annoying, they may not be intentionally so. Though others are clearly arrogant, it is the teacher who always bears the heavier burden in the teacher-student relationship. Never deliberately insult a student, no matter how tempted you are to do so.</td>
</tr>
<tr>
<td>Be Explicit</td>
<td>In all cases, explain your expectations and requirements clearly to your students--if possible, in writing. Avoid ambiguity in your written or verbal instructions, and in your grading comments. If something can be misunderstood, it will. When asked questions by students in class or during office hours, answer clearly, directly, and completely. If personal or official policies are in question, explain the policies rather than merely citing them. If you do not know the answer to a question, admit that you don't, ask if you can get back to the student, and then do so.</td>
</tr>
<tr>
<td>Stick to the Syllabus</td>
<td>The syllabus of a course should be regarded as a contract between teacher and student. Avoid changing your grading policies. If a change must be made, no student should be disadvantaged. The change must be cleared with the professor-of-record (for directly supervised TAs) or the department chair (for TAs with sole responsibility for their courses). For lecture courses with multiple lab or recitation sections, policies must apply to all sections without exception.</td>
</tr>
<tr>
<td>Maintain Your Role</td>
<td>Do not try to be more to your students than your role as TA requires. It is inadvisable to function toward students as a parent, special friend or counselor. In some cases, you may wish to provide general advice or information on the profession, much in the spirit of a mentor (i.e., which journals to read, which conferences to attend), but avoid giving academic or personal advice of a more specific nature. In all cases, advise only to the extent of your knowledge. Remember that poor academic advice can cost students hundreds of dollars, untold hours, and great personal distress.</td>
</tr>
<tr>
<td>Avoid Sexual Misconduct</td>
<td>The trust relationship between teacher and student can be irreparably damaged by inappropriate sexual behavior on the part of TAs. In no instance should &quot;something for something&quot; be a principle of grading. Sexual jokes or pictures should never be circulated, in class or out. Making comments about a student's looks, dress, or sexuality is extremely inadvisable. Dating students or forming intimate friendships with them not only raises problems of objectivity in grading but may be perceived by other students as evidence of favoritism. Try to create situations that cannot be misinterpreted (for example, keep your office door open during private meetings with a student). In short, any verbal or non-verbal cues that could create misunderstanding or a hostile learning environment for students are to be avoided at all costs. TAs should familiarize themselves with the relevant University codes regarding sexual behavior and sexual harassment and abide by them (see &quot;University Policy on Sexual Harassment&quot;).</td>
</tr>
<tr>
<td>Be Straight About Bad News</td>
<td>If you must give a low or failing grade to a student--for an assignment, for a test, or for an entire course--convey the news promptly and directly. Clearly explain the reasons for the grade and suggest practical measures the student can take to avoid such grades in the future. Under no circumstances are TAs to create unofficial incompletes for individual students by extending deadlines or stretching course requirements beyond the end of the semester. Rather, it is advisable to help the student recognize that he or she has a problem which must be dealt with rather than denied or accommodated. In this way, the student will be less likely to go from teacher to teacher with the same unresolved problem — a circumstance frustrating to teachers and students like.</td>
</tr>
</tbody>
</table>
Below are some details about your assistantship. I know all of this is confusing, but I hope this information can help you. This information will be in our Graduate Student Handbook, as well, that should be available in early August.

Anne Simon
Graduate Secretary

---

1. As a Graduate Assistant you receive:
   a. 9 credits of tuition waived for the Fall and Spring semesters, for a total of 18 credits.
   b. Paid Health Insurance. If you wish to cover your spouse and/or family you will be charged accordingly.

<table>
<thead>
<tr>
<th></th>
<th>Annual 8/15/13-8/14/14</th>
<th>Fall 8/15/13-2/14/14</th>
<th>Spring II 2/15/14-8/14/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>$2,323</td>
<td>$1,162</td>
<td>$1,162</td>
</tr>
<tr>
<td>Spouse</td>
<td>$6,416</td>
<td>$3,208</td>
<td>$3,208</td>
</tr>
<tr>
<td>One Child</td>
<td>$3,512</td>
<td>$1,756</td>
<td>$1,756</td>
</tr>
<tr>
<td>All Children</td>
<td>$4,831</td>
<td>$2,416</td>
<td>$2,416</td>
</tr>
</tbody>
</table>

Please contact the Student Insurance Office with specific questions. (studentinsurance@hr.msu.edu)

c. Stipend - paid bi-weekly beginning Friday Sept. 6, 2013.
d. In-State tuition on any credits over 9 for Fall and Spring Semesters, and, for credits in any Summer semester before or after a Fall-Spring appointment.

2. Graduate Education Union (GEU)
   Graduate Assistants have a union and their most current union contract is on-line at: [http://geuatmsu.org/](http://geuatmsu.org/)
   a. In past years, a pool of additional 100 credits of waived tuition was available, by lottery, for qualified applicants who are appointed as TAs beginning in the Fall. This benefit ran through Summer 2013. RAs did not get this benefit!
      You can read about the program by visiting: [http://geuatmsu.org/2012/05/extra-tuition-waiver-credits-2/](http://geuatmsu.org/2012/05/extra-tuition-waiver-credits-2/)
      At this time this benefit does not apply.
      However, **IF** the GEU and MSU agree to extending this benefit, I will e-mail you specific details.

3. I-9 Forms - Employment Verification Forms
   *** If you were paid by the College of Music for any event last year, you have already done this. You are all set. ***
   a. **International GAs must work, in-person, with the Office for International Students & Scholars (OISS [http://oiss.isp.msu.edu/](http://oiss.isp.msu.edu/)) to complete their I-9 - by August 16!** You then return this form to my office.
   b. **All NEW GAs must complete their I-9 form within 3 work days of the common start date of August 16, 2013. Failure to complete the paperwork and/or do it in a timely manner will result in delayed appointments, delayed pay and a Federal fine to the University, who will then fine the department.**
   c. You can find the I-9 form at: [http://www.uscis.gov/files/form/i-9.pdf](http://www.uscis.gov/files/form/i-9.pdf) or the attachment you were sent.
      **We cannot accept faxes, scans, e-mails OR photocopies of the I-9 form.**
      - Complete Page 7 only and SNAIL-MAIL that page and page 8, with the appropriate documentation from Page 9. **The I-9 must be an original form signed in ink.** You cannot use whiteout, have any errors or omissions.
      - Most students use their Driv Lic and their Social Security Card as documentation. **The Driv Lic and SS Card can be mailed in as legible photocopies.**
      - You can do this ahead of time and return it to me. **I will complete page 8 and submit the form.**
      Anne Simon – Graduate Secretary
      College of Music – MSU
      345 W. Circle Drive, Room 207 MPB
      East Lansing, MI 48824

4. Background Check
   As mentioned in your offer letter, if you are new to being a GA, MSU policy requires a criminal background check for every employee, including those on assistantships. All of you have submitted your signed disclosure and authorization form from HireRight. We will submit this form to initiate the background check.
   * Your appointment as a GA is contingent upon satisfactory results. If you have questions about this process, please contact Staffing Services at 517-353-3720.
5. **Pay Information**
   a. For students processed by August 16, your 1st paycheck will be September 6. You will be paid bi-weekly (every 2 weeks) from that time on. See [http://www.ctf.msu.edu/copayroll/payrollSchedules.aspx](http://www.ctf.msu.edu/copayroll/payrollSchedules.aspx) for specific pay dates. Your employment dates are listed in your offer letter. Please note that you are expected to be here all of the Finals Weeks.
   b. Your 1st paycheck covers 9 days instead of 14. It’s an internal computer/calculating issue. Your final paycheck on May 30, 2014, will cover only 12 days.
   c. Direct Deposit is a good thing! Please visit the e-payroll website at [www.epayroll.msu.edu](http://www.epayroll.msu.edu) to sign up. (Please note that this is different than the Direct Deposit on your Student Information (StuInfo) page!)

6. **Social Security Numbers (SSN) and Cards**
   a. U.S. citizens already have these and will provide that information for Page 8 of their I-9.
   b. **International students must apply for a SSN and card.**
      The form that OISS requires you to use is at: [http://oiss.isp.msu.edu/documents/students/ssnletter_F1student.pdf](http://oiss.isp.msu.edu/documents/students/ssnletter_F1student.pdf)
      Details of this process can be found at: [http://www.hr.msu.edu/hiring/studentemployment/stuempSSNverify.htm](http://www.hr.msu.edu/hiring/studentemployment/stuempSSNverify.htm)
      - Issuance of the actual SSN/card can take 3-4 weeks. After you receive it you MUST visit Payroll – 305 Hanna Administration Building to show proof of the card.

7. **Enrollment**
   GA enrollment and registration are monitored each semester. You have a waiver of up to 9 credits for Fall and Spring Semesters. Especially with DMA/PhD students, it is in the best interest of completing your degree that you use all of these credits each semester.

   Master’s students can receive up to 2 years of assistantship – covering 36 credits. Your degrees require 30-32 credits. You can still use those other credits, if you like, to take extra courses. It is allowable to have a semester or two with enrollment less than 9 credits. Please check with Dr. Rayl if this is your situation.

   Doctoral students can receive up to 3 years of assistantship – covering 54 credits. Your degree requirements are determined by your guidance committee. Students receiving the entire 3 years, can, in most cases, be finished with their degree requirements at the end of those 3 years. Doctoral degrees average from 45-52 credits.

   **Being Enrolled is not the same as Being Registered.**
   Enrolled means you have enrolled in your courses. Registered means you have confirmed your attendance and made your payments. All students must ‘Confirm Attendance’ in their StuInfo accounts.
   **GAs must be Registered to retain their assistantship.** Failure to do so will result in termination of said assistantship, by the University.

8. **Parking**
   Information on special parking regulations for GAs will be coming in a separate e-mail. Generally, our students can purchase a special permit for the stadium near Spartan Stadium. [http://police.msu.edu/permits.asp](http://police.msu.edu/permits.asp)

9. **Orientations**
   Beyond the College of Music orientation, there are also Graduate Assistant Orientations and International Student Orientations.

   **College of Music Graduate Assistant Orientation - All Graduate Assistants**
   **Mandatory** - Monday, August 26, 2013, beginning at 12:00pm and ending 1:30/2:00 p.m., in Hart Recital Hall, in the Music Building. This meeting is for all students who are **new to being a graduate assistant or who were newly appointed for the 2012-13 academic year**.

   **Graduate School’s Seminar on Teaching - All New Graduate Teaching Assistants**
   This is held from [August 19-21, 2013](http://tap.msu.edu/orientations/taorientation.aspx), in cooperation with the International Teaching Assistant Program (TAP). They will be sending you details about the seminar. You can e-mail questions to taprog@msu.edu or you can check out their website: [http://tap.msu.edu/orientations/taorientation.aspx](http://tap.msu.edu/orientations/taorientation.aspx).

   **Graduate School Seminar on Teaching in the U.S. - All International Graduate Teaching Assistants**
   Required orientation seminar from [August 13-16, 2013](http://tap.msu.edu/orientations/taorientation.aspx). It is sponsored by the International Teaching Assistant Program (TAP). They will send you details about the seminar. You can e-mail questions to taprog@msu.edu or visit their website [http://tap.msu.edu/ita/itaorientation.aspx](http://tap.msu.edu/ita/itaorientation.aspx).

   **Orientation through the OISS (Office of International Students and Scholars): beginning August 17.**
   **All International Students** You MUST check in at OISS after you arrive for your program. Their office is required to verify your status. You can see more about them at: [http://oiss.isp.msu.edu/students/orientation/schedule.htm](http://oiss.isp.msu.edu/students/orientation/schedule.htm)

10. **ESS Employee Self-Service – EBS**
    [http://www.hr.msu.edu/ebssess_poster.pdf](http://www.hr.msu.edu/ebssess_poster.pdf)   [http://ebs.msu.edu/ESS/docs/ESSPayroll.pdf](http://ebs.msu.edu/ESS/docs/ESSPayroll.pdf)
RECITAL INFORMATION

- **Recital Contract**
  Submit a signed Student Recital Contract starting mid-April. Recitals may be scheduled Monday through Friday at 6:00 p.m. and 8:00 p.m. and Saturday and Sunday at noon, 2, 4, 6, and 8 p.m.

- **Pre-Recital Hearings**
  [Graduate required recitals only] Pre-recital hearing should be completed 2 weeks prior to the planned recital (the completed "graduate Pre-recital Hearing Approval Form" must be returned to Chris Kaye at least 7 days before the scheduled recital or it will be canceled.

- **Rehearsal times and dates**
  Rehearsal times may be scheduled only after successful completion of your pre-recital hearing (graduate required recitals only). Others may schedule beginning two weeks before their recital date. Required doctoral recitals may reserve the performance venue for five hours; required masters recitals may reserve the venue for three hours; all other recitals may reserve the venue for two hours.

- **Recital Programs**
  Recital programs must be submitted two weeks prior to your recital date if the SoM is to produce your program. If your program is not produced by the School of Music, please take a copy of your program to the front office per NASM policy.

- **Recording Services**
  Submit a "Recital Recording Request Form" available in Room 226 MB two weeks before your recital. It is recommended that you make your recital recording requests as soon as your recital date and location are confirmed.

- **Keys**
  For recitals and rehearsal during regular office hours, staff will unlock doors and equipment. For recitals and rehearsals scheduled on weekends and after 5pm, check out a key from the main office (102 MB). A $20 deposit is required to check out keys. To claim your deposit, please return the keys within two days following your rehearsal or recital.

- **Piano or Harpsichord Use**
  See the piano technicians in Room 216 MBP or 97 MB to make a special request for piano or harpsichord use.

- **Clean-up following your performance**
  Please be sure to put the furniture and equipment back in their proper places. Cover and lock the instruments. Clean the reception room and dispose of all trash in the courtyard dumpster. Return keys within two business days to the main office.

*Updated 12/10/04*
STUDENT RECITAL SCHEDULING CONTRACT

NAME (full legal name): ____________________________________________

Individual or group name

INSTRUMENT OR VOICE TYPE: ____________________________________________

KEYBOARD(S) NEEDED: □ Piano □ 2 Pianos □ Harpsichord □ Organ
□ Other __________________________

ADDRESS: __________________________________________

PHONE: __________________________ MSU E-MAIL: __________________________

TYPE OF RECITAL: □ Doctoral: □ 1st solo □ 2nd solo □ chamber □ lecture □ 3rd solo □ Optional
□ Masters: □ Required □ Non-required
□ Undergraduate: □ Senior □ Junior □ Sophomore □ Freshman

DO YOU WANT THIS EVENT RECORDED BY MSU RECORDING SERVICES? □ Yes □ No

By checking this box your recital will be recorded by MSU recording services. You are responsible for all fees. For questions contact reccserv@msu.edu.

• Is this recital required for graduation? □ Yes □ No

• Where do you want your recital scheduled? __________________________

(Room number, building, and address if not SOM)

• On what day/date do you want to schedule your recital?
  Priority I: __________________________
  Priority II: __________________________

  Day of week ______ date ______ time ______
  Day of week ______ date ______ time ______

• I have received a copy of the School of Music Recital Policy and will comply with its requirements.

Student Signature __________________________ date __________________________

Faculty Signature __________________________ date __________________________

Confirmation will be e-mailed to you regarding the date and time your recital is scheduled.

Last updated: 3/29/06
STUDENT PROGRAMS

All students are required to provide a program of their recital to the School of Music per NASM (National Association of Schools of Music) guidelines. Graduate students are required to prepare and present a program in the MSU format shown in the provided attachment at his/her pre-recital hearing; undergraduate students must also have faculty approval of their program prior to submission to the front office. At the time of the pre-recital hearing, applied faculty will proof the program and suggest corrections/changes. Students have the option of submitting the corrected program by hard copy or email (as a Word attachment), to the front office at programs@music.msu.edu at least 14 days before the scheduled recital. The front office will copy recital programs submitted after the 14-day deadline only if the program is submitted as a “copy-ready” format submitted electronically. Alternatively, students can prepare and copy their own programs and assume the associated costs. It is suggested that students submit their programs to the front office as soon as possible after their hearing to allow maximum time for formatting and copying.

Attached is an example of a student program established by the faculty of the School of Music. Fonts, punctuation, capitalization, spacing, format, etc. are correct (note-opus can be either capitalized or not, your choice).

For your assistance, we provide instructions how to most easily develop your program from the attachment.

1) Open attachment
2) Save as your last name and month-year of your recital
   (example: Smith 10-04)
3) Don’t change fonts or format
4) Don’t change header
5) Highlight line to be changed and type your individual information
6) Save again (same name as before)
7) Print for faculty
8) Make corrections suggested by faculty at pre-recital hearing (graduate students)
9) Save again
10) Send electronically as a Word attachment to: programs@music.msu.edu

The template is located at
http://www.music.msu.edu/services/forms/documents/StudentRecitalTemplate.doc
MICHIGAN STATE UNIVERSITY
SCHOOL OF MUSIC – COLLEGE OF ARTS AND LETTERS

presents

Henry Gandalf, Tenor Frosthorn
In a Graduate Recital

assisted by:
Harold Berchenstrauzer, picnhorn
Ingrid Verlostenhosen, tumblehorn
Mildred Knox, bass rockharp

In partial fulfillment of the requirement
for the D.M.A. degree in Tenor Frosthorn Performance

M.M. in Alto Frosthorn performance, North Cumberland School, 1943
B.M. in General Frosthorn performance, Childs University, 1940

Concerto No. 1 for Bb Frosthorn, opus 23
  An der See
  In der See
  Auf der See

Heimlich Menuet
(1885-1960)
arr. Johnson

Sonate in E flat for Eb Alto Frosthorn, KGB 128
  Moderato
  Adagio
  Allegro spiritoso

Igor Smatrovich
(b. 1960)

Intermission

Am Abenfroiano in F sharp minor, op. 48, No. 5
Jules Garglestone
(1923-1948)
arr. Henry Dux

Michigan Waltz in B flat major, Op. 51
Iam Gedanszing
(b. 1910)

Concerto No. 2 in A major, op. 3
Georges Bazaar
(b. 1990)

Luxembourgeoise Recital Auditorium, at 6:00 P.M.
Friday, March 21, 2001
**RECITAL PROGRAM FORM**

Fourteen days before your recital, submit this Recital Program Form. You may either complete this form and return it to 102 Music Building, or you may submit this information by email to programs@music.msu.edu. You may pick up a draft for proofreading 2-3 days after submission. It is your responsibility to obtain approval and have the program proofread by the appropriate faculty member. You may make corrections to your draft program once. After proofreading, return the corrected copy to the Main Office. Printed copies (55) will be available for pick-up the day before your recital.

Full name (no nicknames): ____________________________________________

Contact Information (phone # and e-mail): ________________________________

Your instrument: ______________________________________________________

Faculty: ______________________________________________________________

Is the recital required?  □ No  □ Yes If yes, in partial fulfillment of _______ degree.

How would you like the program to read?

□ Graduate Recital    □ Sophomore Recital
□ Senior Recital      □ Student Recital
□ Other: __________________________

Recital date: _______/_____/______  Day of week: ________________

month / day / year

Time: ____________________  Location: ________________________________

**Graduate recitals only:** Please include your undergraduate and graduate institutions, degree(s) and year received.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree Received</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*NASM policy requires that programs for all recitals be kept on file. If your program is not produced by the School of Music, please take a copy of your program the first week following your recital to the office in Room 153 to be placed in your advising folder.*

- Using the format on the next page, list the pieces you will be performing. Be sure to include your intermission.
MICHIGAN STATE UNIVERSITY
SCHOOL OF MUSIC

Graduate Pre-recital Hearing Approval Form

This form is used to report the results of the graduate pre-recital hearing. The hearing must be completed 2 weeks prior to the planned recital and this completed form must be provided to the scheduling office by the student at least 7 days before the scheduled recital or it will be cancelled. Individual areas will determine the makeup of the hearing committee (at least three area faculty for doctoral and at least two for masters recitals). During the recital approval, faculty will write comments on the performance, and these comments will be given to the student following the approval. If approved, the recital can be given; if not, the recital cannot be given. The area will determine how many times a candidate will be allowed to attempt to gain approval. After the actual recital, the major faculty member must sign the student's recital program and have the signed program placed in the student's file.

Name_______________________________________ PID #________________

Instrument_____________________________________

MM________ DMA________

Date of hearing__________________________

Proposed date of recital____________________

Pass_______ Fail________

major professor signature_________________________ Date:________

faculty signature_________________________ Date:________

faculty signature_________________________ Date:________

faculty signature_________________________ Date:________

faculty signature_________________________ Date:________

Director of Graduate Studies_________________________ Date:________

SUBMIT THIS FORM TO THE SCHEDULING OFFICE AT LEAST 7 DAYS BEFORE THE SCHEDULED RECITAL DATE OR YOUR RECITAL WILL BE CANCELLED.

December 6, 2004

132
Sexual Harassment Policy

The following policy was issued by the Office of the President on September 1, 1992 and revised in May 1999.

Introduction
Michigan State University is committed to maintaining a learning and working environment for all students, faculty, and staff that is fair, humane, and responsible — an environment that supports career and educational advancement on the basis of job and academic performance. Sexual harassment subverts the mission of the University and offends the integrity of the University community. It is reprehensible and is not tolerated at Michigan State University. Sexual harassment is a form of unlawful gender (sex) discrimination. It may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex. Sexual harassment is made unlawful by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Michigan's Elliott-Larsen Civil Rights Act. The University and the law also prohibit retaliation against persons who complain about alleged sexual harassment or who cooperate in an investigation of reported sexual harassment.

This Policy applies to all members of the University community — faculty, staff, and students.

Prohibition
Members of the University community shall not engage in sexual harassment. Persons who do so are subject to disciplinary action, up to and including discharge for employees and suspension for students.

Definition
What is Sexual Harassment?

"Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature when:

1. submission to such behavior is made, explicitly or implicitly, a term or condition of an individual's employment or status in a course, program, or activity; or
2. submission to or rejection of such behavior is used as a basis for a decision affecting an individual's employment or participation in a course, program, or activity; or
3. such behavior is so severe, persistent, or pervasive that a reasonable person would find that it:
   a. alters the terms or conditions of a person's employment or educational experience, or
   b. unreasonably interferes with an individual's work or performance in a course, program, or activity, thus creating a hostile or abusive working or educational environment.

Sexual harassment involves unwanted sexual attention. However, a person's subjective belief that behavior is offensive does not make that behavior sexual harassment. The behavior must also be objectively unreasonable.
The determination as to whether behavior is sexual harassment must take account of the totality of the circumstances, including the nature of the behavior and the context in which it occurred. Sexually harassing conduct often involves a pattern of offensive behavior. However, a single instance of assaultive, physically threatening, or other especially abusive behavior may constitute sexual harassment.

Examples of Sexual Harassment
Many kinds of behavior may fit within the preceding definition of sexual harassment. The following list is not exhaustive.

- sexual assault
- threats or insinuations which lead the victim reasonably to believe that granting or denying sexual favors will affect her or his reputation, education, employment, advancement, or standing within the University
- sexual advances, sexual propositions, or sexual demands which are not agreeable to both parties
- unwelcome and persistent sexually explicit statements or stories which are not legitimately related to employment duties, course content, research, or other University programs or activities
- repeatedly using sexually degrading words or sounds to describe a person
- unwanted and unnecessary touching, patting, hugging, or other physical contact
- recurring comments or questions about an individual's sexual prowess, sexual deficiencies, or sexual behavior

Speech and expressive conduct can be sexual harassment. However, this Policy shall not be interpreted to abridge First Amendment rights or to infringe academic freedom, as defined in the Faculty Handbook, the Faculty Rights and Responsibilities policy, and the document entitled Academic Freedom for Students at Michigan State University.
Behavior of a sexual nature that is not sexual harassment may nonetheless be unprofessional in the workplace or disruptive in the classroom and, like other unprofessional or disruptive behavior, could warrant discipline.

Violations

Seeking Information on Sexual Harassment
A member of the University community who seeks information regarding sexual harassment and this Policy may contact:

- Women's Resource Center staff
- the Anti-Discrimination Judicial Board Coordinator
- the Director of the Office for Affirmative Action Compliance and Monitoring
- the administrator in charge (e.g., chairperson, director, dean, vice president) of the academic or support unit
- the Faculty Grievance Official
- the Coordinator of the Employee Assistance Program
- the Associate Dean for Graduate Student Welfare
- the Director of Human Resources
- the Director or the Coordinator of Sexual Assault Safety Education of the MSU Counseling Center
- University Undergraduate Division staff
- the Ombudsman
- Residence Hall Directors
- the Director of Student Life
- the Director of the Student Employment Office

Unit administrators who need help in applying this Policy should contact: the Director of Human Resources or the Assistant Provost/Assistant Vice President for Academic Human Resources, whichever is appropriate; the Director of the Office for Affirmative Action Compliance and Monitoring; or the Office of the General Counsel.

Complaining about Sexual Harassment
A member of the University community who wishes to complain about sexual harassment by an employee or student of the University should take the following action:

- If the alleged harasser is a faculty or staff member, the complaint should be made, orally or in writing, to the alleged harasser's unit administrator or to the Director for the Office of Affirmative Action Compliance and Monitoring.
- If the alleged harasser is the unit administrator, the complaint should be made, orally or in writing, to the unit administrator's superior or to the Director for the Office of Affirmative Action Compliance and Monitoring.
- If the alleged harasser is a student, the complaint should be made to the Office of Judicial Affairs, Division of Student Affairs and Services

For the University most effectively to investigate and respond to alleged sexual harassment, the complaint should be made as promptly as possible after the alleged sexual harassment occurs.

A member of the University community who believes that she or he has been sexually harassed may also elect to file a complaint with the Anti-Discrimination Judicial Board for violation of the University's Anti-Discrimination Policy or to file a grievance against the alleged harasser under applicable University procedures. The submission of such a complaint or grievance does not affect the University's ability to take disciplinary or other administrative action even though the complaint or grievance is still pending.

Reports of sexual assault and other crimes should be directed to the University's Department of Police and Public Safety, regardless of whether the matter is also reported as sexual harassment.

Processing Complaints
Complaints of alleged sexual harassment made to the Office of Judicial Affairs, Division of Student Affairs and Services, will be processed under the applicable student disciplinary code.

Complaints of alleged sexual harassment made to the Director of the Office for Affirmative Action Compliance and Monitoring will be referred to the unit administrator of the alleged harasser or, if the alleged harasser is the unit administrator, to the unit administrator's superior. Complaints made or referred to the unit administrator of the alleged harasser or the unit administrator's superior will be processed by those individuals.

Each complaint of sexual harassment must be evaluated with reference to the pertinent circumstances. On occasion, a complaint will be resolved informally. Other complaints will result in investigations, including interviews and the review
of documentary material. Both the complainant and the alleged harasser will be notified of the outcome of an investigation. If an investigation results in a determination that sexual harassment has occurred, the University will take remedial, including, where appropriate, disciplinary, action.

In processing sexual harassment complaints, the responsible administrator will normally confer with the Office of the General Counsel and academic or human resources administrators. Guidelines for investigating allegations of sexual harassment are available to administrators.

Members of the University community are expected to cooperate in investigations of alleged sexual harassment by University officials.

**Sexual Harassment by Third Parties**

If a University student believes that she or he has been sexually harassed in a University academic program by an individual who is not a University employee or student, the student should report the alleged sexual harassment to the unit administrator (department chair or dean) responsible for that academic program or to the Director of the Office for Affirmative Action Compliance and Monitoring.

If a University employee (including a student employee) believes that he or she has been sexually harassed within the scope of his or her employment activities by an individual who is not a University employee or student, the University employee should report the alleged sexual harassment to his or her supervisor or to the Director of the Office for Affirmative Action Compliance and Monitoring.

If the University determines that a third party has sexually harassed a University student in a University academic program or a University employee within the scope of her or his employment, the University will take corrective action. Individuals who are not students or employees of the University are not subject to discipline under the University’s internal processes, however.

A member of the University community who believes that he or she has been sexually harassed by a University contractor in the execution of a University contract or engagement may also elect to file a written complaint with the Anti-Discrimination Judicial Board for violation of the University’s Anti-Discrimination Policy.

**Confidentiality**

To the extent permitted by law, the confidentiality of all persons involved in a sexual harassment investigation or complaint will be observed, except insofar as information needs to be disclosed so that the University may effectively investigate the matter or take corrective measures.

**Retaliation**

Persons who complain about sexual harassment, or who cooperate in the University’s investigation and handling of sexual harassment reports or complaints, shall not be subject to retaliation for complaining or cooperating, whether or not the University finds that there was sexual harassment. If a complainant or witness believes that she or he is being subjected to retaliation, she or he should promptly contact the Director of Human Resources (staff), the Assistant Provost/Assistant Vice President for Academic Human Resources (faculty and academic staff), the Assistant Vice President for Student Affairs (students), or the Director of the Office for Affirmative Action Compliance and Monitoring (faculty, staff, or students).

**False Complaints**

Any member of the University community who knowingly files a false complaint of sexual harassment, or who knowingly provides false information to or intentionally misleads University officials who are investigating a complaint of alleged sexual harassment, is subject to disciplinary action, up to and including discharge for employees and suspension for students.

**Other Relevant University Policies**

Since sexual harassment is a form of unlawful gender discrimination, a member of the University community who violates this Policy also violates the University’s Anti-Discrimination Policy. Other University policies relevant to behavior of a sexual nature by members of the University community include Conflict of Interest in Educational Responsibilities Resulting from Consensual Amorous or Sexual Relationships, Conflict of Interest in Employment, Article 2.00 of the General Student Regulations, Article 3.00 of the Graduate and Undergraduate Residence Hall Regulations, and Ordinance 22.00.

1Women's Resource Center staff will supply on request information on how individuals identified in this Policy may be contacted.
ACCESSING CLASS LISTS

1. Open web browser

2. Go to the Registrar’s website or type in this address exactly as indicated:
   
   http://www.reg.msu.edu/

3. Choose Instructor Systems Menu under Faculty/Staff heading on left side of page

4. Input your username and password in the pop-up box

5. You should be able to navigate to the desired term from here

Class lists are linked via CLIFMS. If you are unable to access your class lists, you may not have authorization to view them as yet. See Bonnie Stewart in the undergraduate office if you have any difficulty with this.
CLIFMS
GRADUATE ASSISTANT (TA/RA)
WORK LOAD REPORTING FORM

Only list teaching or other duties you are performing for your Graduate Assistantship (TA or RA).
Quarter-time Graduate Assistants are required on average to work 10 hours per week.

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<tr>
<th>Name</th>
<th>Semester</th>
<th>Year</th>
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| Course Load — Courses You TEACH |

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<th>MUS</th>
<th>Section</th>
<th>Enrollment</th>
<th>Credits</th>
<th>Contact Hours</th>
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PRIVATE LESSONS

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List other graduate assistant duties related to load including: studio class, required performance in ensemble groups, administrative tasks, accompanist duties, etc. AND Indicate the average projected time spent per week, per duty, for the semester.

* Accompanists:
  Please list the name of the Professor, their instrument, and the number of students you assist.
Michigan State University - College of Music
Graduate Assistant Evaluation

Areas of responsibility are evaluated according to the following rating scale.
Additional comments can be listed on the reverse side of this form.

3. **Above Average** - Performs duties with complete competence. Meets all expectations and standard performance requirements.

2. **Average** - Work is satisfactory overall, but improvement is needed in some areas of performance.

1. **Needs Improvement** - Work is unacceptable; significant improvement is required in this area.

Name: ____________________________  Semester: _________________

Employee conducts him/herself in a manner that is professional, courteous and conducive to a professional atmosphere in their class/laboratory, employing unit and the University.

Employee follows University policies and procedures regarding instruction.

Employee, under faculty of record or supervisor direction, maintains the integrity of scholarship, grades and professional standards in instruction.

Employee, if assigned responsibility for determining course/laboratory content, will ensure that such content is consistent with course descriptions approved by the Academic Council.

Where applicable, Employee assumes responsibility for clearly stating course objectives, methods of determining final course grades and any special attendance requirements that differ from the unit’s attendance requirements at the beginning of the semester, and for specifying the above in course syllabi.

Employee returns assignments and examinations to students with reasonable promptness, and retains final exams and grading records for at least one semester to permit review by students.

Employee meets his/her classes at the regularly scheduled times, and notifies the supervising faculty or employing unit in advance of absence. Employee assists employing unit in finding appropriate coverage for missed classes.

Employee schedules and keeps a reasonable number of office hours, or makes appointments available for individual student or small group conferences at times convenient for both students and employee. Employee makes reasonable efforts to respond to work related e-mail communications.

Employee assigns grades based on the methods described in the course syllabus and turns them in to meet employing unit deadlines.

Faculty Supervisor ___________ Date ___________  Graduate Assistant ___________ Date ___________
**XIV. UNIVERSITY AND LOCAL RESOURCES**
Updated: 7/5/13

**College of Music Website:**

Main Page (http://music.msu.edu/)
Graduate Studies (http://music.msu.edu/information-for-students/)
Requirements by Specific Area/ Instrument (http://music.msu.edu/assets/2012-13_Graduate_Handbook_for_Web.pdf)
** Begins on page 21 -- Students can also speak with their major professor.
** The 2013-14 Handbook will be on-line around August 1, 2013.

Graduate Student Forms (Master’s - http://music.msu.edu/information-for-students/master's-degree-forms/)
(Doctoral - http://music.msu.edu/information-for-students/doctoral-degree-forms/)

Scheduling Recitals (http://www.music.msu.edu/information-for-students/student-recitals) and (http://music.msu.edu/assets/Pre-recital_hearing.pdf)

**MSU Websites:**

Michigan State University (http://www.msu.edu)
Registrar’s Office (http://www.reg.msu.edu/)
Academic Calendar (http://www.reg.msu.edu/ROInfo/Calendar/Academic.asp)
Academic Programs (http://www.reg.msu.edu/AcademicPrograms/Default.asp)
Description of Courses (http://www.reg.msu.edu/Courses/Search.asp)
(Choose Semester, MUS, hit Search. Lists all courses offered for a specific semester.)
Schedule of Courses (http://schedule.msu.edu)
(Shows dates, times and locations of the courses offered for a specific semester.)

Fees & Scholarships (Student Receivables/Accounts) (http://www.ctlr.msu.edu/COStudentAccounts/)
Office of Financial Aid (http://www.finaid.msu.edu)
Tuition/Cost Information (http://ctlr.msu.edu/COStudentAccounts/Tuition_Fees_MainMenu.aspx)
University Housing (http://liveon.msu.edu/)

The Graduate School (http://grad.msu.edu)
Funding issues, career and professional services/job searching, interviewing, Thesis/Dissertation writing and workshops designed for graduate students


OISS - Office of International Students & Scholars (http://www.oiss.msu.edu)

“Spartan Life” - Student Handbook & Resource Guide. [Includes Graduate Student Rights and Responsibilities]
(http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities)

Guidelines for Integrity in Research and Creative Activities (http://grad.msu.edu/publications/docs/integrityresearch.pdf)
Plagiarism (https://www.msu.edu/~ombud/academic-integrity/plagiarism-policy.html)
Guidelines for Graduate Student Advising and Mentoring Relationships (http://grad.msu.edu/publications/docs/studentadvising.pdf)
Ombudsperson’s Office (https://www.msu.edu/~ombud/policies-publications.html)
Academic integrity, classroom issues, plagiarism, grievances, student rights and responsibilities

MSU Maps (http://maps.msu.edu)
CATA – Capital Area Transit Authority - Campus Bus Service (http://www.cata.org/Schedules/tabid/57/Default.aspx)
MSUFCU - MSU Federal Credit Union  (https://www.msufcu.org/)

Athletics  (http://www.msu.edu/athletics/index.html)

**Emergencies: Dial 911** - fire, car or bike accident, attempted/ break-in, attempted/ assault, destruction of property, noise violations…

DPPS - Depart of Police and Public Safety  (http://www.police.msu.edu/)

**Medical / Personal Resources**
- Olin Health Center  (http://olin.msu.edu)
- Sparrow Hospital - Downtown Lansing  (http://www.sparrow.org/info.asp)
- Lansing Urgent Care - Frandor area  (http://www.lansingurgentcare.com/)
- Counseling Center / MSU’s Mental Health Resources  (http://www.couns.msu.edu)
- Resource Center for Persons with Disabilities  (http://www.rcpd.msu.edu)
- Safe Space (Gender & Sexual Orientation Office)  (http://lbgtrc.msu.edu/)
- MSU Safe Place (Domestic Violence Office)  (http://safeplace.msu.edu)  355-1100
- Women’s Resource Center  (http://wrc.msu.edu/)

**MSU Student Food Bank**  (for enrolled, off-campus students needing food)  (http://www.msu.edu/~foodbank)

**Local Information Sources**

Lansing  (http://www.lansing.org/) or  (http://www.discoverourtown.com/MI/Lansing/)

East Lansing  (http://www.cityofeastlansing.com) Includes - Parking and Code Enforcement

“Things to do” at MSU  (http://www.frc.msu.edu/2009%20Booklet.pdf)

Lansing Regional Capital Airport - LAN  (http://www.flylansing.com/)

Detroit Metro Airport - DTW - (Detroit Metropolital Wayne County Airport)  (http://www.metroairport.com)

Michigan Flyer - Bus service to/from DTW  (http://www.michiganflyer.com)

CATA – Capital Area Transit Authority - Campus Bus Service Info.  (http://www.cata.org/CATAServices/FixedRouteServices/CampusService/MSUCampus/tabid/189/Default.aspx)

**Local News**
- CBS  (http://wnls.com/)
- ABC  (http://www.abc53.com/)
- NBC  (http://www.wilx.com/)
- State News (MSU)  (http://statenews.com/)

State of Michigan - Secretary of State (Drivers Licenses, MI ID Cards, Licenses Plates…)  (http://www.michigan.gov/sos/)

**Hotels / Motels**  (http://www.trails.com/all-hotels/city-hotel.aspx?dest=MI+Lansing)

**Apartments**  (http://www.mapquest.com/places/mid-michigan-guide-to-apartments) or  (http://www.wilx.com/apartments)

**Churches**  (http://www.superpages.com/yellowpages/C-Churches/S-MI/T-Lansing)

**Restaurants**  (http://www.discoverourtown.com/MI/Lansing/)